



YORKTOWN POLICE DEPARTMENT

CHIEF ROBERT M. NOBLE
NOVEMBER 12, 2020



TOPICS TO BE COVERED TONIGHT:

- ❖ PERSONNEL COMPLAINT POLICY
- ❖ YPD COMPLAINT DATA
- ❖ OFFICER RECRUITMENT & PROMOTIONS
- ❖ SELECTION PROCESS
- ❖ CHARACTER/BACKGROUND INVESTIGATION
- ❖ IN-SERVICE TRAINING
- ❖ YPD IN-SERVICE TRAINING DATA



GENERAL ORDER

PERSONNEL COMPLAINT POLICY

#2.05

ISSUING AUTHORITY: CHIEF ROBERT M. NOBLE

ISSUE DATE: 08/11/87

EFFECTIVE DATE: 08/27/87

REVISIONS: 10/02, 10/06, 06/08, 11/18



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.05 STATEMENT OF PURPOSE –

The purpose of this policy is to improve the quality of police services. This is accomplished in three ways. **First**, through the provision of meaningful and effective grievance procedures, citizen confidence in the integrity of police actions increases, and this engenders community support and confidence in the Police Department. Improving the relationship between the police and the citizens they serve facilitates police-citizen cooperation, an element vital to the Department's ability to achieve its goals. **Second**, disciplinary procedures permit police officials to monitor officer's compliance with departmental procedures. Adherence to departmental procedures assists officers in meeting departmental objectives and a monitoring system permits managers to identify problem areas in which increased training or direction is necessary. Finally, the **third** purpose is to clarify rights and ensure due process protection to citizens and officers alike. Heightening the appreciation of the comparable rights afforded citizens accused of a crime.



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PERSONNEL COMPLAINT POLICY

2.05.05 STATEMENT OF PURPOSE –

In light of these purposes, the objective of this policy is to provide citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers and, by the same token, to protect officers from false charges of misconduct or wrong-doing and provide accused officers with due process safeguards. The Yorktown Police Department wants to maintain the integrity of the Department as well as its employees. In so doing, the Department shall not hesitate to impose disciplinary actions where justified, to remove from employment those officers who prove to be unfit for law enforcement work, and to dismiss unjustified allegations.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.05 STATEMENT OF PURPOSE –

It is the policy of the Yorktown Police Department to accept and investigate all complaints of officer misconduct or wrongdoing from any citizen or Department employee. Following a thorough and impartial examination of the available factual information, a determination will be made as to the merits of the complaint and whether misconduct occurred. If misconduct or wrongdoing occurred officers involved shall be disciplined according to the degree of misconduct.

The imposition of corrective actions and necessary penalties are among the methods available to management to achieve Department goals and compliance with Department policies and procedures. Use of this authority is intended to eliminate the particular behavior and to censure the individuals that account for the misconduct. Furthermore, the discipline process shall be used to identify and correct unclear or inappropriate agency procedures, as well as organizational conditions that may contribute to the misconduct, such as poor recruitment and selection procedures or inadequate training and supervision of officers.



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PERSONNEL COMPLAINT POLICY

2.05.05 STATEMENT OF PURPOSE –

This Department is committed to providing law enforcement services that are fair, effective, and impartially applied. In so doing, officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. An officer's voluntary adherence to these standards, motivated by a moral obligation to perform his/her job to the best of their ability, is eminently desirable and an ultimate objective of this Department.

If an officer does not adhere to the standards of official conduct, either through deliberate action or negligence, disciplinary action shall be applied in a prompt and certain manner.



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PERSONNEL COMPLAINT POLICY

2.05.10 PREVENTION OF MISCONDUCT –

It is the policy of this agency to emphasize the prevention of misconduct as the primary means of reducing and controlling it. The Department shall make every effort to prevent and eliminate any organizational conditions which may foster, permit, or encourage improper behavior by its employees.

2.05.15 RECRUITMENT AND SELECTION –

Finding and appointing the highest quality of individuals to serve as law enforcement officers is a priority for this agency.

During the selection process, individual interviews of the candidate will be conducted by all of the Division Commanders, as well as by the Chief and Operations Commander. In addition, any candidates who are being considered for appointment will be subject to a thorough background investigation in an attempt to identify those who would be unsuited for police work.



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PERSONNEL COMPLAINT POLICY

2.05.20 TRAINING –

Recruit training and in-service training is a high priority for the Department which helps in maintaining a high level of proficiency and professionalism in law enforcement and public safety.

Recruits shall receive the most current training in the Police Academy. After graduation from the Academy this is followed by an intense twelve week training period in the Field Training Program. This training is one-on-one with a trained Field Training Officer (FTO). Newly hired officers with this Department, who have previously graduated from the Academy and have prior police experience with another jurisdiction, will be assigned to the FTO program for an eight week period.



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2.05.20 TRAINING –

In-service training is designed to reinforce those skills learned in the Police Academy and to keep training up-to-date and current. This training includes but is not limited to: legal issues, first-aid, and CPR, use of force, firearms, defensive tactics, tactical issues, and other training issues as required.

This training is designed and implemented with the intent to maintain the highest standards for public safety and professionalism in law enforcement. This commitment to training exemplifies the Department's commitment to the quality of service the community receives.



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PERSONNEL COMPLAINT POLICY

2.05.30 SUPERVISORY RESPONSIBILITY –

Proper training of Department supervisors is critical to the discipline and performance of patrol officers. Emphasis shall be placed on anticipating problems among officers before they become manifest in improper behavior or debilitating conditions, identifying potentially troublesome officers, identifying training needs of his or her officers and providing support in a consistent and fair manner.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.40 CATEGORIES OF INVESTIGATIONS –

- A. Category I: All complaints concerning Department members which allege:
1. Unnecessary or excessive use of force.
 2. False arrest.
 3. Violation of a specific criminal statute.
 4. Corruption.
 5. Gratuities.
 6. Serious misconduct.
 7. Insubordination.
 8. Other complaints or allegations as directed by the Chief of Police.



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PERSONNEL COMPLAINT POLICY

2.05.40 CATEGORIES OF INVESTIGATIONS –

- B. Category II: All citizen complaints relating to inadequate service, discourtesy, improper procedure, and any other allegations involving members of the Department which are not included in the preceding category.
- C. Complaints Defined: While it is generally obvious when a complainant alleges misconduct on the part of any employee, complaints concerning lack of service or improper procedures are sometimes more difficult to categorize.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.40 CATEGORIES OF INVESTIGATIONS –

In many instances, a citizen may be merely requesting information or clarification of a policy or procedure. In such case, the citizen should be given a thorough explanation of the procedure or legal issues involved in the situation that initiated the inquiry. In some cases concerning alleged violations of Category II offenses, the supervisor receiving a complaint may be able to resolve a complaint without filing a formal Personnel Complaint Report (YPD-52). Because of the fine line that occasionally exists between inquires and minor complaints in Category II that can be resolved by a supervisor, if there is any question, it should be considered a formal complaint and forwarded for further action.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.45 PROCEDURE FOR ACCEPTING PERSONNEL COMPLAINTS –

Any personnel complaint, regardless of category, may be lodged at Headquarters Main Desk or with any member of the Department. Whenever possible, the supervisor in charge of the tour should receive the complaint. Complaints, regardless of their nature, can be lodged in person, by mail or by telephone at any time. Normally when a complaint is received by mail or by telephone, the complainant should be required to sign a formal Personnel Complaint Form (YPD-52) within five (5) days.

Anonymous complaints and/or complaints where the complainant refuses to sign a formal Personnel Complaint Form (YPD-52) will be handled as follows:

Third Party Complaints- Whenever a complaint is filed by a third party: A SINCERE ATTEMPT WILL BE MADE TO INTERVIEW AND OBTAIN A STATEMENT FROM THE AGGRIEVED PARTY.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.45 PROCEDURE FOR ACCEPTING PERSONNEL COMPLAINTS –

Category II Type Complaints: If after the five (5) day period the person refuses to sign a formal complaint, he or she will be notified that **NO FURTHER ACTION WILL BE TAKEN ON THIS COMPLAINT** until the complaint is signed. If after **ONE (1) month** the person making the complaint or the anonymous person making the complaint does not sign the Personnel Complaint Form (*YPD-52*), the complaint shall be labeled, “Closed by Lack of Complainant” and filed.

Category I Type Complaints: In this category of complaints, the Division Commander who received the complaint will immediately meet with the Operations Commander and/or Chief of Police for evaluation of the nature and source of the allegation. The depth of the investigation will depend upon factual information received and a determination will be made if the complaint warrants an investigation even if the complainant does not wish to sign a Personnel Complaint Form (*YPD-52*).



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.45 PROCEDURE FOR ACCEPTING PERSONNEL COMPLAINTS –

- A. Where a non-ranking member of the Department receives a complaint against a member of the Department, he/she shall immediately request the presence of a supervisor who shall interview the complainant and document the complaint on a YPD-52.
- B. The supervisor receiving the personnel complaint will take whatever immediate action necessary and then file the YPD-52 report with his/her Division Commander who will submit the complaint to the Operations Commander.
- C. The Personnel Complaint Form (*YPD-52*) is to be used to document complaints regarding personnel, services, or Department policy and procedures. The form is to be completed on ALL CATEGORY I cases and on Category II cases sufficiently serious to warrant investigation.



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PERSONNEL COMPLAINT POLICY

2.05.45 PROCEDURE FOR ACCEPTING PERSONNEL COMPLAINTS –

Additionally, if the Personnel Complaint is of a criminal nature, the Bureau Chief of the Westchester County District Attorneys Office serving the Town of Yorktown (*presently in the Commerce Building 862-5140*) will be made aware of the investigation by the Operations Commander or the Chief of Police.

Additionally, the Operations Commander will insure that full cooperation is afforded to the District Attorneys Office in overseeing the investigation of the allegations(s) as circumstances may warrant. (Rev 11/18)



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.50 CENTRAL COMPLAINT INDEX –

- A. The office of the Operations Commander shall be responsible for maintaining a comprehensive central index of all citizen complaints received by the Department.
- B. The responsibility of the Operations Commander, in relation to the Central Complaint Index shall include the following:
 1. Maintain a numerical file of all citizen complaints recorded on Civilian Complaint forms.
 2. Coordinate and review internal investigations relating to citizen complaints.
 3. Prepare statistical analyses of complaints to identify trends or patterns developing within the Department or with individual members that may require additional training or corrective action.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.60 PROCEDURES FOR INVESTIGATION OF COMPLAINTS –

- A. The Operations Commander, shall have primary responsibility for assigning and supervising the investigation of all Category I cases.
 - 1. In any situation or incident of a critical or emergency nature, the person receiving the complaint shall immediately notify the Operations Commander, who shall assume or assign the responsibility for the investigation.
- B. Investigation of Category II cases will be assigned by the Operations Commander, to the appropriate Division Commander who will assume or assign the responsibility for the investigation.

When personnel of more than one Division are involved, the Operations Commander, will designate a particular Division Commander to be responsible for the investigation.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.70 NOTICE OF QUESTIONING –

Prior to the questioning of any officer who is the **SUBJECT** of a Personnel Complaint they will be served notice by using the form entitled **NOTICE OF QUESTIONING (YPD-52B)**. In accordance with Civil Service Law Section 75 (2) this notice informs the officer of the right to have a representative present at the time of questioning. A reasonable period of time (*usually 24 hours*) will be allowed for an officer to obtain representation by their certified or recognized employee organization.

If an officer being questioned is identified as a **WITNESS** he or she should be notified of such by using the Witness of Personnel Complaint Form (**YPD-52C**). If circumstances allow, the **WITNESS** should be given time to bring a PBA/Union representative to the interview. However, since the officer is being questioned as a witness Civil Service Law Section 75 (2) does not apply.



GENERAL ORDER #2.05

PERSONNEL COMPLAINT POLICY

2.05.105 ADJUDICATION OF COMPLAINTS –

- A. The results of the investigation shall be recorded on Departmental Memorandum.
- C. The completed investigation, including original copies of all investigative reports, will be forwarded to the Operations Commander. After final review, the Operations Commander will make these reports available to the Westchester County District Attorney's Office only if the complaint is of a criminal nature.
- D. The completed report of the investigation conducted shall be forwarded to the Chief of Police. At the discretion of the Chief of Police, findings of misconduct may be given to the appropriate Division Commander for review. The Division Commander will review the findings and the officer's personnel files-if requested he/she will submit a written recommendation concerning disciplinary action to the Chief of Police. Disciplinary action for substantiated instances of misconduct will be at the discretion of the Chief of Police.



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PERSONNEL COMPLAINT POLICY

2.05.105 ADJUDICATION OF COMPLAINTS –

- E. In all complaints the complainant shall be notified of the results/disposition of the investigation, either in person or by telephone, by the supervisor conducting the investigation. If the investigation resulted in disciplinary action against the Department member, the complainant shall be advised only that “appropriate” disciplinary action has been taken. The specific disciplinary action shall not be released.
- F. In all complaints investigated, the officer(s) involved will be notified in writing of the results of the investigation and its completion.
- G. The Operations Commander will file the completed investigation and all original paperwork in the appropriate Personnel Complaint File.



PERSONNEL COMPLAINTS

Since January 2016 we've investigated **nine** Personnel Complaints. None of the **nine** complaints involved the use of force. Only **two** complaints were made by a civilian (16-03, 19-01). The remaining **seven** were initiated by the Department's Administration.

PC#	COMPLAINANT	FINDING
16-01	YPD	RETIRED
16-02	YPD	SUBSTATIATED
16-03	CIVILIAN	UNFOUNDED
17-01	YPD	SUBSTATIATED
17-02	YPD	SUBSTATIATED
18-01	YPD	SUBSTATIATED
18-02	YPD	SUBSTATIATED
19-01	ANONYMOUS	UN-SUBSTATIATED
20-01	YPD	UN-SUBSTATIATED



YPD COMPLAINT FORMS



YORKTOWN POLICE DEPARTMENT

TO: _____
 FROM: _____
EMPLOYEE NAME
 DATE: _____
 SUBJECT: NOTICE OF QUESTIONING

THIS IS TO NOTIFY YOU TO REPORT TO MY OFFICE AT _____ O'CLOCK A.M. P.M. ON _____, 20____. AT THAT TIME I WILL QUESTION YOU IN CONNECTION WITH EVENTS OR CIRCUMSTANCES THAT MAY LEAD TO DISCIPLINARY ACTION AGAINST YOU.

AS A POTENTIAL SUBJECT OF DISCIPLINARY ACTION, YOU HAVE THE RIGHT UNDER SECTION 75 OF THE CIVIL SERVICE LAW TO HAVE A UNION REPRESENTATIVE WITH YOU AT THE TIME OF THE INTERVIEW. AN ADDITIONAL PURPOSE OF THIS MEMORANDUM IS TO PROVIDE YOU A REASONABLE PERIOD OF TIME TO OBTAIN REPRESENTATION BY YOUR CERTIFIED OR RECOGNIZED EMPLOYEE ORGANIZATION.

PLEASE CHECK ONE:

- I WAIVE MY RIGHT TO HAVE A REPRESENTATIVE OF MY CERTIFIED /RECOGNIZED EMPLOYEE ORGANIZATION OR AN ATTORNEY PRESENT AT THIS TIME OF QUESTIONING.
- I WISH TO HAVE A REPRESENTATIVE OF MY CERTIFIED/RECOGNIZED EMPLOYEE ORGANIZATION OR AN ATTORNEY PRESENT AT THIS TIME OF QUESTIONING.

PLEASE TAKE FURTHER NOTICE THAT IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR REPRESENTATIVE OF THE PLACE, DATE AND TIME OF QUESTIONING AND, IN THE EVENT YOUR REPRESENTATIVE FAILS TO APPEAR OR OBTAIN AN EXTENSION OF TIME TO DO SO, THE QUESTIONING WILL PROCEED AS SCHEDULED.

RECEIVED: _____ DATE: _____
EMPLOYEE SIGNATURE
 _____ DATE: _____
WITNESS SIGNATURE



YORKTOWN POLICE DEPARTMENT

WITNESS OF PERSONNEL COMPLAINT

DATE: _____
 FROM: _____
 TO: _____

YOU HAVE BEEN IDENTIFIED AS A **WITNESS OF A PERSONNEL COMPLAINT** FILED BY:

I HAVE BEEN ASSIGNED THE INVESTIGATION OF THIS COMPLAINT AND AS SUCH I NEED TO INTERVIEW YOU AS TO WHAT YOU MAY KNOW ABOUT THE ALLEGATION (S). YOU ARE TO REPORT TO ME AT _____

AT _____ O'CLOCK A.M. P.M. ON _____, DATE

YOU ARE NOT THE SUBJECT OF THIS INVESTIGATION AND ARE BEING QUESTIONED AS A WITNESS. YOU MAY IF YOU WISH TO, BRING A UNION REPRESENTATIVE OR AN ATTORNEY TO THIS MEETING.

INVESTIGATING SUPERVISOR: _____ DATE: _____



GENERAL ORDER

OFFICER RECRUITMENT & PROMOTIONS

#2.15

ISSUING AUTHORITY: CHIEF ROBERT M. NOBLE

ISSUE DATE: 02/04/91

EFFECTIVE DATE: 02/04/91

REVISIONS: 06/05, 06/08



OFFICER RECRUITMENT & PROMOTIONS

2.15.05 PURPOSE –

To inform new members of the Department and to remind the other members of the Department, of the recruitment and promotion process of the Town of Yorktown Police Department.

2.15.10 POLICY FOR RECRUITMENT –

The Town of Yorktown is a part of the Westchester County Civil Service System. New police officers are hired from an eligibility list provided by Westchester County Department of Personnel. This eligibility list is provided by Westchester County Department of Personnel, and the use of this is strictly regulated by the County. Any new officers wishing to enter this Department either as a transfer or reinstatement must get approval from Westchester County Department of Personnel that they meet the eligibility criteria established by Westchester County Personnel. (Job announcements for the Yorktown Police Department are made by the Westchester County Department of Personnel.)



NYS LAW ENFORCEMENT ACCREDITATION PROGRAM

ADMINISTRATION

STANDARD 11.1 – A job announcement for every entry level law enforcement officer position is advertised and must include the following:

- 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 applications process; and
- D. Notice that the agency is an Equal Opportunity Employer.



NYS LAW ENFORCEMENT ACCREDITATION PROGRAM

ADMINISTRATION

STANDARD 11.2 The agency has a written directive that designates a person(s) or position(s) or agency responsible for administering selection activities. The agency must maintain written documentation that describes all components of the selection process. Agency records must denote the title of the person or group having the authority to appoint new officers.

Commentary: The sequential steps used by the agency must be enumerated in demonstrating how an applicant becomes a member of the agency.



NYS LAW ENFORCEMENT ACCREDITATION PROGRAM

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the directive designating the person(s) or positions(s) responsible for selection activities and describing the procedures and components of the selection process should be available for review.
2. A copy of the statute or agency directive that designates the person or group having the authority to appoint new officers should be provided.
3. Review of agency files that contain records or other documentation pertaining to the selection process (e.g., evaluations, test results, or oral interview notes) to verify that practices are consistent with written documentation.
4. Interview(s) with personnel responsible for the process to verify their knowledge of and compliance with agency selection procedures.



SAMPLE WESTCHESTER COUNTY ELIGIBILITY LIST

Name Address	Other Credits	Final Score
[REDACTED] Yorktown Heights NY 10598	-	95.0
[REDACTED] Yorktown NY 10598	-	95.0
[REDACTED] Yorktown Heights NY 10598	-	95.0
[REDACTED] Yorktown Heights NY 10598	-	90.0
[REDACTED] Yorktown Heights NY 10598	-	90.0
[REDACTED] Yorktown Heights NY 10598	-	90.0
[REDACTED] Yorktown Heights NY 10598	-	90.0
[REDACTED] Yorktown Heights NY 10598	-	90.0
[REDACTED] Mohegan Lake NY 10547	-	90.0
[REDACTED] Yorktown NY 10598	-	90.0

Name Address
[REDACTED] Mohegan Lake NY 10547
[REDACTED] Yorktown NY 10598
[REDACTED] Yorktown Heights NY 10598
[REDACTED] Mohegan Lake NY 10547
[REDACTED] Yorktown Heights NY 10598
[REDACTED] Shrub Oak NY 10588
[REDACTED] Buchanan NY 10511
[REDACTED] Yorktown NY 10598
[REDACTED] Yorktown Heights NY 10598
[REDACTED] Yorktown Heights NY 10598
[REDACTED] Yorktown Heights NY 10598

DEPARTMENT OF HUMAN RESOURCES
RECRUITMENT & SELECTION DIVISION

CERTIFICATION OF ELIGIBLES

To: HONORABLE MICHAEL GRACE

Appointing Authority: TOWN OF YORKTOWN Job Class Code: 0134

Eligible List#: 69-547 Sub List Code: XXX

Title: POLICE OFFICER Group Code:

Date List Established: [REDACTED] Certification Type: NOMINATING

Eligible List Type: OPEN COMPETITIVE Certification #: 000025552

Selection Type: RESIDENT Salary**: [REDACTED]

Date Certification Issued: [REDACTED]

Type of Appointment: PERMANENT

This certification becomes void on 01-19-18, which is 60 days from the date it was issued. You are only authorized to canvass this certification once.

This is a nominating certification for the title POLICE OFFICER *

You may not hire from this list. You may only use this list to identify those eligibles you are making a contingent offer of employment to, which is conditional upon the eligible passing the medical examination in accordance with the provisions of the Americans with Disabilities Act. You must annotate and return this certification to our office as a record of your official actions and may keep a copy for your records. You must select one of the three highest-ranking eligibles willing to accept appointment. All eligibles tied with the third highest who is willing to accept appointment may also be considered for appointment.

The following documents must be attached to the copy of the certification you sign and return to our office to support your actions:

1. Copies of the written, formal letters of appointment, which is contingent upon passing the required medical.
2. Original copies of responses to canvass letters and all letters of declination.
3. Copies of the canvass letters mailed to each eligible.
4. Copies of candidate medical forms.
5. Copies of the background investigation report (including verification of NYS driver's license, US citizenship for public officer positions, birth certificate, proof of residence at time of examination and at time of offer, high school graduation or GED).
6. Original waiver of medical standard, if applicable.

Please read the instructions at the end of this document carefully.
**Please note that all eligibles declining appointment must have been offered the same salary offered to the eligible selected for appointment.

Megan Mukerj
 Assistant Commissioner of Human Resources

Name Address	Other Credits	Final Score	Comments/Restrictions	Canvass Results Appt Date / Salary
[REDACTED] an Lake NY 10547	-	90.0	PERF TEST REQD	
[REDACTED] an Lake NY 10547	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	5.0 - V	90.0	PERF TEST REQD	
[REDACTED] an Lake NY 10547	-	90.0	PERF TEST REQD	
[REDACTED] vn NY 10598	-	90.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	85.0	PERF TEST REQD	
[REDACTED] an Lake NY 10547	-	85.0	PERF TEST REQD	
[REDACTED] vn Heights NY 10598	-	85.0	PERF TEST REQD	



48 out of 59 (85%) sworn members of the Town of Yorktown Police Department either reside in Yorktown, have family that reside in Yorktown, or, have children that currently or recently have attended school in the Yorktown and Lakeland Central School Districts.



GENERAL ORDER

SELECTION PROCESS

#2.20

ISSUING AUTHORITY: CHIEF ROBERT M. NOBLE

ISSUE DATE: 02/04/91

EFFECTIVE DATE: 02/04/91

REVISIONS: 05/97, 06/05, 06/08, 11/18



SELECTION PROCESS

2.20.05 PURPOSE –

To insure the proper procedure and responsibility of the hiring of new Police Officers to the Town of Yorktown Police Department.

2.20.10 POLICY –

The Chief of Police will designate the Operations commander to keep the necessary records of applicants and to process all necessary paper work needed to interview, check, and select those candidates who best suit the needs of the Department.

The Operations Commander will keep a list of all eligible lists received from the County Personnel Department.



SELECTION PROCESS

2.20.10 POLICY –

In addition, the Operations Commander will be responsible for the following:

- ❖ Contacting Candidates and setting initial interview date/times
- ❖ Setting candidate agility appointments
- ❖ Arranging for selected candidates to be interviewed at a staff meeting by supervisors
- ❖ Prepare background investigation forms
- ❖ Assigning a Detective to conduct a Background Investigation
- ❖ Verifying background investigation is accurate, complete and fulfills the requirements set by the county's Department of Personnel



SELECTION PROCESS

2.20.10 POLICY –

If the candidate is determined to be acceptable he/she will be recommended to the Town Board by the Chief of Police for appointment. If the Town Board makes a job offer to the candidate, he/she must pass a medical and psychological examination before they are officially hired. The candidate, at the town's expense, must pass medical and psychological examinations. The medical and psychological examinations will be conducted on all candidates whether they are from the civil service list or as a reinstatement.

If based upon the examinations the candidate is unable to be hired, the Operations Commander will notify the candidate that he/she is NOT being hired.

NOTE: THE APPOINTING AUTHORITY FOR THE TOWN OF YORKTOWN POLICE DEPARTMENT IS THE YORKTOWN TOWN BOARD.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

The representative of government with whom most people come into contact is the local police officer. To them, he/she is a reflection of the character of government, not only of the local community but to a considerable extent of both the State and Federal governments as well. Although not an elected official, the police officer is identified with the administration of government. On this other hand, dishonesty, harshness and indifference may tar an administration with the brush of corruption, oppression or civic disinterest. Thus, it is most important that the selection of police officers be both painstaking and prudent in the area of character investigation.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

The Character Background Investigation begins when a police officer candidate meets with his/her assigned investigator and is furnished with the Departments Police Officer Application packet. This packet must be completed and returned within **ten (10) days**. The application inquires in detail into virtually every facet of the candidate's life from his birth to the present. It covers place and date of birth, residences, any arrest or summons record, civil court record, affiliation with any organizations, attendance at schools, employment record, marital status, military history, etc. The application, which bears the notice that *"False statements contained herein are punishable as a Class "A" misdemeanor pursuant to Section 210.45 of the New York State Penal Law"*, is signed by the candidate. The completed application is the base of the investigation and the photographs are used as additional identification in neighborhood checks.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

The investigator will review the application for content, particularly noting any deficiencies, inconsistencies and, in general, those areas where special emphasis may be required. Written requests for any information on file pertaining to the candidate and/or his immediate family is sent by the investigator to various agencies, including the New York State Departments of Mental Hygiene and Motor Vehicles, Selective Service, Armed Forces, former employers, other police departments in area where the candidate may have resided and any other place where pertinent information about the candidate may be obtained. Of course, the records of the Yorktown Police Department are also searched for any information about the candidate.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

FIELD INTERVIEWS

The investigator makes personal visits to the neighborhood where the candidate has resided during the past five years. His habits, sobriety, associates, integrity and general reputation are inquired into of neighbors, merchants, tavern owners, etc. His home is visited in order to verify bonafide residence, to ascertain the attitude of his wife and/or family towards his appointment and to determine if the candidate has a well adjusted home life. The visit also affords the opportunity to observe the candidate's manner of living and whether it appears to be within his means. Next, the investigator personally contacts former employers and in particular former immediate supervisors.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

FIELD INTERVIEWS

If the candidate has had many employers a random sampling is made and they are contacted. It is important to ascertain from former employers information relative to the candidate's work attitudes and performance. Poor work performance in civilian employment is likely to carry over into police performance. Further field investigation is made based upon correspondence initiated upon receipt of the questionnaire, where there is a need indicated by replies to written inquires or, indeed, the lack of a reply.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

FIELD INTERVIEWS

References by the candidate are not requested on the premise that he would be unlikely to furnish any whom he was not certain would be favorable in their comment. In addition, to prevent jeopardizing the candidate's current employment, verification of such is made indirectly during the investigation and in person immediately prior to the candidate's appointment to the Yorktown Police Department.



CHARACTER/BACKGROUND INVESTIGATIONS OF POLICE CANDIDATES

Character investigation succeeds or fails with the degree of skill, persistence, determination and human understanding manifested by the investigator. He makes the investigation and by his thoroughness assures the community of the best type of police officer.



GENERAL ORDER

IN-SERVICE TRAINING

#2.12

ISSUING AUTHORITY: CHIEF ROBERT M. NOBLE

ISSUE DATE: 02/04/91

EFFECTIVE DATE: 02/04/91

REVISIONS: 10/02, 06/05, 09/06, 06/08, 11/18, 11/19



IN-SERVICE TRAINING

2.12.05 PURPOSE –

In order to insure the training remains a continuous process throughout a member's career, the Yorktown Police Department has established this procedure to act as a basis for the Department's In-Service Program.

2.12.10 POLICY –

The Yorktown Police Department usually conducts regular In-Service Training Programs during January, February, March, April, May, September, October and November. Members are assigned to attend one session per month; each session is generally eight (8) hours in length. The training shall include, but not be limited to, the following:

- a. C.P.R. and First Aid
- b. Firearms Training
- c. Use of Force/Defensive Tactics



IN-SERVICE TRAINING

2.12.10 POLICY –

The Yorktown Police Department's In-Service Training Programs will also cover additional topics as deemed necessary, such as E.V.O.C. (*Emergency Vehicle Operators Course*), Tactical Response, legal and policy updates, E.D.P. (*Emotionally Disturbed Person*), Barricaded Persons Exercises, Stress Management, Sensitivity Training, Bias Crimes, Motor Vehicle Theft, Crime Prevention Techniques, Below 100, Unmanned Aircraft Systems (UAS or DRONE) etc.

At the September staff meeting each year, a proposed training calendar for the following year will be discussed and developed. The Patrol Supervisors, Detective Bureau Sergeant, and Division Commanders will all participate in the development of the training schedule for the following year. These Supervisors, prior to that September staff meeting, will solicit suggestions from the personnel in their squads and divisions to assist in the development of meaningful training programs.



IN-SERVICE TRAINING

2.12.10 POLICY –

By the October staff meeting, the Operations Commander should have a preliminary training schedule for the following year. That training schedule will be implemented after further discussion at that meeting, with the final approval of the Chief of Police. The training schedule will be adjusted as needed to meet the needs of the Department and to meet the following minimum standards for sworn police personnel. Civilian personnel will be assigned to attend those in-service programs identified as being appropriate for their job assignment.

- a. Minimum of eight (8) hours of Firearms Training
- b. Minimum of eight (8) hours of the Use of Force/Defensive Tactics
- c. Minimum of eight (8) hours of C.P.R. and First Aid



IN-SERVICE TRAINING

2.12.15 SPECIALIZED AND ADDITIONAL TRAINING –

In addition to the regular In-Service Training Program, the Department seeks and assigns employees to various training courses outside of the department as they arise, and encourages all employees to look for and request training they feel would be of interest to them and beneficial to the department.



IN-SERVICE TRAINING

2.12.20 FIREARMS TRAINING –

Firearms training are usually conducted in the spring and in the fall. All sworn personnel must meet the minimum firearms standards established by the Department firearms instructors, who must have their requirements and lesson plans approved by the Chief of Police. The firearms requirements and lesson plan will be reviewed annually and a copy of the lesson plan will be kept on file in the Operations Commander's office.

Each officer must meet the qualifying course and minimum acceptable standards at least annually. Those officers who do not meet those minimum standards will be given every opportunity to re-fire the course or attend additional training programs to meet the qualification standards. Any officer who cannot meet the minimum qualifying standards will be directed to report to his/her Division Commander before returning to duty. No member will be allowed to perform normal police duties that cannot attain the minimum qualifying standards established by the Department.



IN-SERVICE TRAINING

2.12.25 INSTRUCTORS AND TRAINING PROGRAMS –

In the presentation of those subjects selected for the in-service training program, every effort will be made to insure that all instruction is provided by instructors who have successfully completed a Department of Criminal Justice Services (DCJS) Instructor Development School (IDS). Minimum instruction topics will be taught by certified instructors.

In ALL programs being presented at in-service programs, a lesson plan will be prepared and submitted to the Operations Commander for approval before presentation. All lesson plans will be kept in the training file and must be maintained indefinitely.



IN-SERVICE TRAINING

2.12.30 TRAINING RECORDS –

All attendance records, lesson plans, test and test results, sample class handouts, annual training calendars and schedules, etc. will be maintained by the Operation Commander for a period of five (5) years all files will be transferred to the Staff Division for permanent storage as per their procedures.

NOTE: AN EXCEPTION TO THE ABOVE WILL BE THE FIREARMS QUALIFYING SCORE RECORDS WHICH WILL BE MAINTAINED BY THE CHIEF FIREARMS INSTRUCTOR.

The Operations Commander, in addition to maintaining the Department paper file on training, will have the responsibility to see that all training, both In-Service and Individual, is entered into the Department's Computer Records Management System training files.



IN-SERVICE TRAINING

2.12.35 POLICE CERTIFICATIONS –

Specialized Technical and Job-Specific Certification – All members with specialized technical and/or job-specific certifications, such as: DARE, Canine, Breath Analysis Operator, Accident investigator, Radar Operator, etc. will be responsible to notify their Division commander within six (6) months of the expiration of any such certification. The member's Division Commander will ensure that the member is provided the needed training (on Department time) to keep his/her certification current, if that certification is still needed, in that member's job assignment.



YPD IN-SERVICE TRAINING DATA

In the 4 years of 2016-2019 the department conducted 33 In Service Training sessions for sworn personnel. Each session consists of a full training day, usually requiring five days to instruct as many officers as possible. In these 4 years we've averaged 8.25 days of In Service Training each year-far exceeding the State's Accreditation standard of 3 days per year. Throughout all training, Reoccurring Themes are stressed and reinforced, these include:

- Officer Safety
- De-Escalation
- Professionalism
- Active Listening



YPD IN-SERVICE TRAINING DATA

Annual In Service Training topics are as follows:

- ❖ First Aid, CPR & AED (defibrillator) and Naloxone administration
- ❖ Radiological/PPE/Mask fit testing
- ❖ Continuing of Operation planning
- ❖ Sexual Harassment policy review
- ❖ Principled Policing/Implicit Bias/Procedural Justice
- ❖ Commercial Vehicle Enforcement
- ❖ IMPACT training
- ❖ Use of Force DCJS review
- ❖ Defensive Tactics/TASER/OC certification
- ❖ Use of Force and Deadly Physical Force Policy review and written exams
- ❖ Firearms training and qualification
- ❖ DRONE
- ❖ Physical/Mental and Emotion health
- ❖ Health, Nutrition, and Fitness
- ❖ EVOC Emergency Vehicle Operation and Policy Review
- ❖ DWI reviews and Car Stops
- ❖ Legal Updates
- ❖ Police Updates
- ❖ Constitutional Law – Graham v. Connor 4th amendment
- ❖ Off Duty encounters
- ❖ Active shooter scenarios with and without Simunitions
- ❖ School Lockdown Drills during the year



YPD IN-SERVICE TRAINING DATA

Additional, individual training, conducted outside of YPD, if deemed beneficial to the department, personnel may be assigned to attend; some examples are:

- ❖ Webinars, High in Plain sight, Legal updates, Constitutional matters, Tactical training
- ❖ Incident Command (ICS or NIMS)
- ❖ Emergency Management
- ❖ Active shooter drills
- ❖ CRASE presentations
- ❖ Reality Based Training Instructor skills
- ❖ Narcotic detection and investigation skills
- ❖ Supervisory skills and liability
- ❖ Street Crime Seminars
- ❖ ARIDE DWI detection
- ❖ Recruit Officer Academy Training
- ❖ YPD Field Training Program (FTO)
- ❖ K9 narcotic and patrol training
- ❖ General order Policy Reviews
- ❖ Child Abduction awareness and investigation
- ❖ Social media investigations
- ❖ Criminal Investigative & Photography skills
- ❖ Instructor Development
- ❖ DARE, FTO & School Resource Officer Instructor Development
- ❖ Rescue Task Force at State Preparedness Center in Oriskany NY
- ❖ DRE webinars, Updates and Continuing Education
- ❖ DRONE Pilot skills at State Preparedness Center in Oriskany NY



YPD IN-SERVICE TRAINING DATA

Yorktown Police Department Training Hours since 2016:

YEAR	TOTAL TRAINING HOURS	% INCREASE FROM PREVIOUS YEAR
2016	6,617	N/A
2017	8,869	34%
2018	10,052	13.5%
2019	10,458	4%



Yorktown One of the Top 100 Safest Communities in the United States



Yorktown Town Hall
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

(914) 962-5722
www.yorktownny.org

FOR IMMEDIATE RELEASE

Yorktown one of the safest communities

YORKTOWN, N.Y. (August 3, 2020) – Yorktown is in the top 100 safest communities in the United States in a new survey.

Safewise.com placed Yorktown at number 74 in its [analysis of crime and safety](#). The website's analysts used FBI crime statistics and U.S. Census population data to rank communities nationwide. The "safest" communities rankings are intended to highlight places with low crime rates and ignite conversation and action around how to make all communities safer.

"The Safewise.com survey confirms what many of us already know about Yorktown. It's a family-oriented community with safe streets, parks and schools," said Supervisor Matt Slater. "The town's leaders devote considerable time to discussions of public safety for the benefit of our residents."

According to Safewise.com, communities like Yorktown have a violent crime rate that is 12.33 times lower than the national average. As for property crime, the rate in the top 100 safest communities was 5.18 times lower than the national average. Last year, the FBI reported nationwide drops of 4% in violent crime and 6% in property crime rates. Everyday worry about crime dropped from 58% in 2019 to 46% in Safewise.com's 2020 State of Safety survey.

Does the police chief want to add a quote? The "help us, help you" mantra is a big part of the Yorktown Police Department's community engagement efforts. You are once again seeing the results. As a highly professional and New York State Accredited police department, our members of service are proud to be on the front line in keeping Yorktown a safe place to live, work and raise a family. We aim to keep it that way.

Size has something to do with the safest communities. According to the survey, the average population of the 100 safest communities in the country is 26,167. Yorktown's population is 37,101.

Contact:
Yorktown Supervisor Matt Slater, 914-962-5722 x201 or m Slater@yorktownny.org





Chief Noble and all the
men and women in uniform.

Words are not enough to
express gratitude for your
dedication and professionalism
in a time of unrest. I
want to thank you for your
persistence in keeping our
community safe. Please
keep up the spirit and
stay safe. Our community
is a better and safer
place because of your
commitment.

Thank you
God Bless you

~~YJC~~

Dear Chief Noble & the Yorktown Police Dept -
On behalf of Rabbi Sternstein & the YJC
Board of Trustees, we would like to thank
you for providing additional patrols
during the High Holidays. Having your
presence in the Area, allowed our members
to pray & worship in peace. Wishing you
all a year of good health.

Shalom -

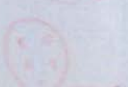
Stacy Mitgang

Mike Mirsky

Marvin Medow

YJC Presidential Council

ENJOY!!
Say Hi to
Officer
Nicholson
from: Sophia Z.
"Sophie"
TO: YORKTOWN
Police
THANK
YOU FOR
ALL YOU DO
The
[Redacted]
[Redacted]



Thank
you for all you
have done for
us and for helping
with Covid 19
Thank
you

From: Kayla
Troop 2325



Love, Carleigh

Troop: 2325

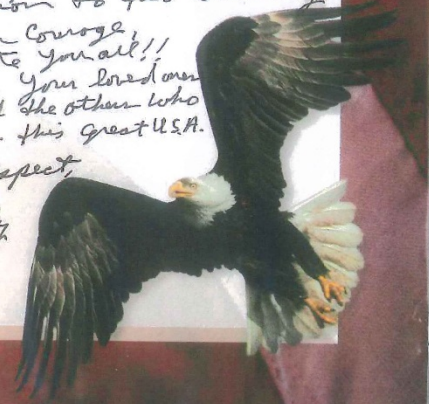


Thank You!

7/22/20

Dear Chief Noble,

My family and I want to express our heartfelt gratitude to the Yorktown Police Dept. once again for its continued professional and selfless service on behalf of the citizens of Yorktown. Every day and night on duty you all step forward, leave your loved ones and do whatever is necessary, including risking your lives, to keep our community safe. Additionally, being prepared to do the same even when off duty. It is an extremely demanding job, at times in very hazardous circumstances, but you all are always professional and focused as you execute what must be done. At times force must be used to subdue those who would do you harm and others as well. We say sobeit fore it is the unruly citizen who through their aggressive actions invites and requires that much needed and justified response. Thank you all for your dedication and sacrifice to work at times under extreme pressure, in complex, fast moving and dangerous conditions and unpredictable situations. Thank you a million times over for bravely leaving your family, who worry for you every minute of your tour of duty, to protect us, the ones you do not know. You give of your self, your heart and your soul. We thank you. We know when one serves, as yourself, your family is serving with you and sacrificing as well. Your contribution to this community is immeasurable. Thank you for your courage, dedication and wisdom. We salute you all!! May God protect and bless you all, your loved ones and keep you all safe, and also all the others who wear the "Blue" and badge across this great U.S.A. With the utmost gratitude and deepest respect
[redacted] and extended family





Community Food Pantry at St. Mary's Mohegan Lake
501-c3 nonprofit service organization
1836 East Main Street
Mohegan Lake, New York 10547
Phone (914) 528-3972
Fax (914) 528-6977
E-mail stmarysmfpantry@yahoo.com
www.cfpstmarysmoheganlake.com
facebook.com/CommunityFoodPantryMoheganLake

May 31, 2020

Yorktown Police Chief Nobel
2281 Crompond Rd
Yorktown Heights, NY 10598

Dear Chief Nobel,

On behalf of the Community Food Pantry and all people we serve, thank you and all the police officers and staff of the Yorktown Department who each contributed toward the generous donation of \$3,700. It was truly amazing and a blessing. We so appreciate the support and the service of all the members who serve each and every day, but especially during these trying times. The pantry is now serving close to 500 individuals and families each week. The donation we received will help us continue our effort to reach out to so many in our community who are feeling the struggle and impact of the coronavirus on their lives and livelihoods. Thank you all again for being there for us and our community in so many ways.

Sincerely,

No tangible goods or services have been received in exchange for your charitable contributions

August 2020

Dear YPD,

I hope you enjoy the cookies I made for you all. I definitely want you all to know how appreciated you are in our community. Thank you for all the hard work you have done and will continue to do through these crazy times. I'm grateful to know many of you, and I wish you all safety and health during these troubling times. I hope to see you all again very soon!

Enjoy!

Love,





**Past Graduates of the
Mildred E. Strang Middle School
Thank you for your service!**





MiKey's COVID-19 Edition
MY FIRST DAY OF
Kindergarten

I AM	5	YEARS OLD	MY SCHOOL	My school is Jefferston
My name	Thao mai	My teacher is	Mrs. Goldstein	My teacher is Mrs. Goldstein
My job	Firefighter	My dream job I want to be	Firefighter	My dream job I want to be Firefighter
My favorite	Police officer	My favorite	Police officer	My favorite Police officer
My school	My school	My school	My school	My school

September 23, 2020





1 Day
After Being
Promoted

1 Week
After Being
Promoted

1 Month
After Being
Promoted



Yorktown Police Department

@yorktownpolice · Law Enforcement Agency

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The Official Facebook Page of the Town of Yorktown Police Department (NY) Robert Noble - Chief of Police

Covering 42 square miles, the Yorktown Police Department provides around the



Yorktown Police Department

3h ·



LOCAL.NIXLE.COM

Con Edison Road Work DETOURS 10/06/20 from Yorktown Police...

Yorktown Police advise the motoring public of the following delays and detours as a result of the on-going Con Edison construction work....

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Yorktown Police Department ~ Yorktown, New York



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Town of Yorktown's Coronavirus (COVID-19) Update Page

CLICK HERE

The 59 police officers of the Yorktown Police Department provide around the clock police protection to nearly 40,000 residents. Located just north of New York City in suburban Westchester County, the Town of Yorktown covers 42 square miles and encompasses the hamlets of Yorktown Heights, Jefferson Valley, Shrub Oak, Crompond, Huntersbrook and a portion of Mohegan Lake.



YORKTOWN POLICE DEPARTMENT

CHIEF ROBERT M. NOBLE
(914) 962-4141