

YATES COUNTY DEPARTMENT OF CIVIL SERVICE

417 Liberty Street

Penn Yan, NY 14527

Issued: June 22, 2018

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR

POLICE OFFICER

Exam # 63676

FILING FEE:

\$27.00 non-refundable filing fee for each application submitted. Make check or money order payable to Yates County. Include examination number on your check. The exam fee is waived for those receiving public assistance or unemployment benefits – **official proof required**, accompanied by a completed Application Fee Waiver Request and Certification Form (ACS-04). **Saturday, September 15, 2018.** Applicants will be e-mailed notification of time and exam site, no later than five days prior to the exam.

EXAM DATE:

LAST FILING DATE:

Tuesday, August 14, 2018 at 2:00 PM.

SALARY:

TBD.

RESIDENCY:

Candidates must have been legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County for at least one month prior to the date of the application submission. **Notice:** In accordance with Section 23-4(a) of the NYS Civil Service Law, preference in appointment may be given to residents in the jurisdiction where the vacancy exists.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances in the Village. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols an assigned area on foot, on bicycle or in a radio patrol car;
Checks doors and windows of unoccupied businesses and residential property;
Investigates suspicious activities and makes arrests for violations of Federal or State Laws and local ordinances;
Escorts prisoners to jail and to court and has them arraigned on charges;
Investigates cases involving neglected, abused or delinquent children;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Directs traffic and may mark cars for overtime parking;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for and directs the public;
Broadcasts radio messages;
Makes criminal and plain clothes investigations as assigned;
Makes regular report of activities; Ability to write clear and comprehensive reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement
Good knowledge of the operation of radio equipment;
Skill in the use of firearms;
Skill in the use of special equipment including radar and breathalyzers;
Skill in the operation of a patrol car;
Ability to apply first aid;
Ability to deal firmly yet courteously with the public;
Ability to follow and communicate written and oral directions;
Good powers of observation; Sound judgment, tact;
Physical condition commensurate with the demands of the position.
Good keyboarding and computer skills.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- *Possession of 60 credit hours from a regionally accredited or New York State registered college or university (transcript must be provided at time of application); or
- *Two years of service as a police officer pursuant to Section 58 of the Civil Service Law; or
- *Two years of military service, possessing an honorable discharge; or
- *An equivalent combination of education and experience as set by the limits of (1), (2), and (3) above with 30 credit hours being equal to one year of experience as noted in (2) and (3) above.

NOTE: Applicants seeking approval for admittance to the test based on (1) above can be admitted conditionally to the test if “completion of 60 credit hours” is expected to be accomplished at the conclusion of the FALL 2018 semester/trimester. If successful in the examination, such applicants will not be certified for appointment until they have submitted proof of credit possession to the Yates County Personnel Dept. Proof must be submitted by January 2, 2019; failure to do so will result in removal from the eligible list.

SPECIAL REQUIREMENTS:

Driver's License: Possession of a valid NYS Operator's license at time of appointment and maintenance of such license throughout the tenure of employment.

Citizenship: United States Citizenship is required at time of appointment.

Age: Candidates must turn 20 years of age by March 15, 2019 in order to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows: *Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

*Section 58.1 (a) requires that applicants not be “more than thirty-five years of age as of the date when the applicant takes the written examination...” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Yates County Personnel Department to discuss their request.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209q of the General Municipal Law within the probationary period in order to attain permanent status in the position.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

SCOPES OF WRITTEN EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

This examination will be prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

P.E.R.C Statement: The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

NOTE: Candidates are **PROHIBITED** from using a calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials.

QUALIFYING PHYSICAL FITNESS TEST – The three elements measured in the qualifying physical fitness test are muscular, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

MUSCULAR ENDURANCE – The requirement is for a number of bent-leg sit-ups to be performed in one minute.

PUSH UP – This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

CARDIOVASCULAR ACTIVITY – 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council (“MPTC”) adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527 or via Website at:

<http://www.criminaljustice.state.ny.us/ops/docs/registry/policeapptsmed.pdf>

NOTE: Failure to appear for a scheduled physical fitness agility test will be considered equivalent to failure. An applicant who attends a scheduled physical fitness agility test and does not pass, will be allowed one re-test at a subsequent scheduled date. The applicant will be responsible for all costs associated with the re-test or any subsequent physical agility testing beyond the initial agility test (i.e.; re-test or expiration of initial physical fitness agility test score). The cost for re-testing is \$25.00 per person, per attempt.

QUALIFYING MEDICAL AND PSYCHOLOGICAL EXAMINATION: In addition to the physical fitness standards noted above, candidates must meet medical standards (including a drug screening) prescribed by the MPTC and undergo psychological testing by a qualified psychologist.

NOTE: Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass all subsequent qualifying tests to be certified for permanent appointment. These tests will be given as the needs of the service require.

YATES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of Yates County and the State of New York, to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at:
<http://www.cs.state.ny.us/testing/localtestguides.cfm>

PLEASE READ THE FOLLOWING PAGE OF THIS ANNOUNCEMENT FOR ADDITIONAL IMPORTANT INSTRUCTION

YATES COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

APPLICATION FORMS: An original application must be filed for each separate examination. Exam Number and Title must be recorded on the application. Applications may be obtained at the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY or by visiting the Yates County Website www.yatescounty.org, and must be received by this office no later than the application deadline listed on the Examination Announcement to be considered for the examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Changes of address or telephone must be provided in writing to this office. **NOTE: Incomplete applications may be disapproved.** A resume is a supplement to the application and does not relieve you of the responsibility for completing all sections of the official application.

Carefully read the detailed exam announcement to determine whether or not you meet the stated minimum requirements. Only applicants that meet the minimum requirements will be eligible for examination.

Falsification or misrepresentation of fact on any part of the application may result in disqualification from the exam or from permanent competitive appointment. Information submitted on the application may be verified at any time. If a candidate has not received an Exam Admission Notice within five (5) days of the scheduled exam date, please contact the Yates County Personnel Department at (315) 536-5112.

EXAMINATION FEES: A fee of \$27.00 is required for each separate examination, and must accompany your application. Submit check or money order made payable to the Yates County Personnel Department, with the examination number clearly indicated. Please do not send cash in the mail. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. There are no exceptions.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. This form can be obtained at the Yates County Personnel Office, or at: www.yatescounty.org

YATES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

SPECIAL ARRANGEMENTS FOR EXAMINATION: If you have a disability that requires a reasonable accommodation in order for you to participate in an examination, please indicate so on your application. If you are unable to participate in an examination on the announced test date due to a conflict with a religious observance or practice, please indicate so on your application, and an attempt will be made to arrange for you to take the test on a different date. Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to Active Military Duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Dept. of Civil Service or local Commission, by way of a special military make-up examination.

VETERAN'S CREDIT: Veterans or disabled veterans who may be eligible for additional credit must submit an Application for veteran's credit and a copy of their military discharge papers (Form DD-214) with their application for examination or at any time prior to the establishment of the resulting eligible list. Applications are available at this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit

must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits. ***SPECIAL NOTICE- VETERAN'S CREDIT:** Article 5, Section 6 of the NYS Constitution was amended to entitle veterans who have used non-disabled veteran credits for Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the U.S. Dept. of Veterans Affairs, to additional credits for a subsequent appointment or promotion. If you believe you may be eligible for additional veteran credits as a result of this change, please contact this office and you'll be instructed regarding how to proceed.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS

KILLED IN THE LINE OF DUTY: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

CERTIFICATIONS AND APPOINTMENTS: The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligible who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of nonresidents on the list.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DAY- CROSS-FILEING:

If you have applied for both State and local government examinations, you must take all of your examinations at the State examination center. Upon registration for this local examination, you must notify Yates County Personnel Office of your intention to cross-file with the State. It is this local agency's responsibility to notify the State and make arrangements for your test materials to be forwarded to the appropriate testing facility. This notification must occur no later than two weeks prior to the examination date. Requests made after this date may not be granted. You will be advised by letter when and where to report for your examinations. If you have applied for multiple local government examinations scheduled on the same day, you must notify each of the local jurisdictions with whom you have filed an application, and indicate at which test site you will take the examination(s). You must complete a cross-filer form no later than two weeks prior to the scheduled test date, listing the names of each agency you have applied to, as well as each title and corresponding exam number(s). For this exam call (315) 536-5112 or write to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527.

BACKGROUND INVESTIGATION: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Failure to meet the standards for any background investigation or screening may result in disqualification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.