



EXAMINATION, OPEN TO THE PUBLIC

ISSUED: September 13, 2017

POLICE OFFICER

EXAMINATION NO. **64404**

Steuben County

October 11, 2017

LAST FILING DATE

Read these instructions
carefully and thoroughly.

December 2, 2017

EXAMINATION DATE

A **NON-REFUNDABLE \$25.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: Varies according to location of appointment.

VACANCIES: The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of **Steuben County** or one of the counties contiguous to Steuben in New York State (**Allegany, Chemung, Livingston, Ontario, Schuyler, and Yates**) for at least four months immediately preceding the date of the written examination.

Per Civil Service Law Section 23.4-a., preference in appointment may be given to successful candidates who have been legal residents of the appointing municipality, school district, or special district for at least four months immediately preceding the date of the examination.

Non-residents of the appointing municipality may be required to indicate at the time of consideration for appointment that they will establish residency within the locality in accordance with conditions authorized by local laws or ordinances.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT(S):

(1) Candidate must meet all current requirements of Section 58 of the Civil Service Law, including age, passing of a physical fitness test, the standards of which are promulgated by the Municipal Police Training Council, and a comprehensive medical examination.*

(2) Possession of a currently valid New York State Class D driver license may be required at time of appointment and if so must be maintained as a condition of continued employment.

(3) Police Training Course as required by Section 209q of the New York State General Municipal Law must be completed before the end of the probationary period.*

*These requirements will be waived for persons having previously received permanent appointment as a Police Officer or State Trooper in New York State after competitive testing.

NOTE: Conviction of a felony *will* bar appointment and conviction of a misdemeanor or other offense *may* bar appointment.



AGE REQUIREMENTS: You *must* **RECORD YOUR BIRTH DATE** in response to item number 2 on page 1 of the application form.

Candidates must be at least 19 years of age on or before December 2, 2017 to be admitted to the written test. Eligibility for appointment 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. Since the maximum age requirement is determined as of the date when the candidate takes the written examination, candidates who may be impacted by the maximum age requirement and who are requesting an *alternate test date* are advised to contact the Steuben County Department of Personnel & Civil Service to discuss their request.

CITIZENSHIP: United States citizenship is required at time of appointment. It is not necessary for admission to the written examination.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period; does related work as required. 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.

SUBJECTS OF EXAMINATION: There will be a written, multiple-choice 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 must pass the written test in order to be scheduled for the qualifying physical fitness test.

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.

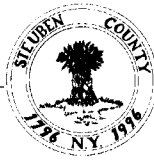
4. Preparing written material in a police setting

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.

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.

The use of calculators is **PROHIBITED** for this examination, as is the use of books or other reference materials.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from Steuben County Civil Service.



QUALIFYING (PASS/FAIL) PHYSICAL FITNESS TEST: The *Qualifying Physical Fitness Test* will be scheduled at a later date *only for candidates who pass the written exam.*

The three elements measured in the qualifying physical fitness test are muscular endurance, 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, pectorals 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 adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. Minimum passing scores, depending on age/sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute.

Failure on any part of the physical fitness test will remove a candidate's name from further consideration for appointment, and there will be **NO OPPORTUNITY FOR RETEST.**

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 in accordance with the recommendations as established by the Municipal Police Training Council. These recommendations include clinical tests (urinalysis, electrocardiogram, 10-panel drug screening, and tuberculosis and chest x-ray if deemed necessary by the examining physician); vision check (20/100 in each eye uncorrected, corrected to 20/30 in each eye); color vision check; hearing test; and comprehensive physical examination. **The existence of a potentially disqualifying condition shall NOT preclude the examining physician from determining that the candidate is able to perform the essential job functions of an entry-level police officer, with or without reasonable accommodations.**

Further details regarding the physical agility and medical standards can be obtained from our office.

\$25 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **twenty-five dollars (\$25) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance.**" You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone at 607-664-2345.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at **www.steubencony.org**.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification.**



4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may **NOT** substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to KEEP A COPY of your application materials. The Department of Personnel and Civil Service does *not* provide copies of records you submit.
6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and **primarily** responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; 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 an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test. See Application item #12.
17. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service law. The provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
18. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. **The use of calculators is PROHIBITED for this examination, as is the use of books or other reference materials.**


Nathan A. Alderman, Personnel Officer