



## THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF:

# **POLICE OFFICER: 64029**

**DATE OF WRITTEN EXAMINATION:** December 2, 2017

**APPLICATION FILING DEADLINE:** Applications must be postmarked or received no later than 4:00pm on October 27, 2017. Applications are available on our website, [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or in person at our office located at 258 Main Street, Oneonta. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$25.00 non-refundable application fee, or an application fee waiver, for each examination for which you apply must be submitted with your application. Please see additional notes below.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies which occur within the City of Oneonta Police Department.

**SALARY:** \$41,000 (first year base)

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least one (1) month preceding the date of the written test to be eligible for exam. Upon appointment, Police Officers must comply with residency requirement per city policy.

**BACKGROUND INVESTIGATION:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, and criminal history records. Such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other requirements, including a psychological evaluation, fingerprint check, physical evaluation and pre-employment drug screening, may be considered for employment. **CONVICTION OF A FELONY WILL BAR APPOINTMENT, AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.**

**NOTE:** The use of a calculator is **prohibited** for this exam.

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of Police Officer 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.

**EXAMPLES OF WORK:** (Illustrative only)

- Patrols an assigned area on foot, or in an assigned patrol car;
- Checks doors and windows on unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
- Escorts prisoners to jail and to court and has them booked on charges;
- Conducts investigations of wanted and missing persons and stolen cars and property;
- Directs traffic and issues summonses for traffic violations;
- Tickets cars for applicable parking violation;
- Directs crowds and maintains order at parades and other public gatherings;
- Answers questions for and directs the public;
- Receives complaints of violations from the public;
- Reports serious defects in streets and in related matters requiring the attention of the Public Service Department;
- Broadcasts radio messages in connection with police work;
- Conducts criminal investigations when assigned to work as a detective;
- Makes regular reports of activities.

**MINIMUM QUALIFICATIONS:** Applicants must be high school graduates or possess a high school equivalency diploma by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level.

**SPECIAL REQUIREMENTS:**

- 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 as a Police Officer begins when the candidate reaches age 20. **Candidates who reach their 35<sup>th</sup> birthday on or before the date of 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 the purpose of meeting 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 Oneonta Municipal Civil Service Office to discuss their request. Candidates must indicate their date of birth on their application for examination.

- United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.
- Candidates must possess a valid New York State Operator's license at the time of appointment.
- In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law.
- Section 2.3 of the City of Oneonta Police Department Drug and Alcohol Testing Procedure requires that all applicants for a position in the department sign a document acknowledging that they know they are subject to a drug test as a condition of employment. **Please complete a "Statement of Understanding" form and attach it to your application.** This form is available online or at the personnel office.

**TRAINING REQUIREMENTS:** Candidates must satisfactorily complete a Basic Course for Police Officers, as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

**SUBJECTS OF EXAMINATION:** This examination will be a written test designed to test for 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.

**TEST GUIDE:** A Guide for the Written Test for Police Entrance is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://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 the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**QUALIFYING PHYSICAL FITNESS TEST:** All candidates are required to take and pass a qualifying physical fitness test in order to be eligible for appointment. 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, 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 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 (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment. No retests are permitted – candidates must pass all components of the physical fitness test on the first attempt.

<b><u>MALE/AGE</u></b>	<b><u>SIT-UP</u></b>	<b><u>PUSH-UP</u></b>	<b><u>1.5 MILE RUN</u></b>
20-29	38	29	12:29
30-39	35	24	12:53
40-49	29	18	13:50
50-59	24	13	15:14
60+	19	10	17:19
<b><u>FEMALE/AGE</u></b>			
20-29	32	15	15:05
30-39	25	11	15:56
40-49	20	9	17:11
50-59	14	9	19:10
60+	6	9	20:55

**RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates

who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS:** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. 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 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 veteran's credits. **Application for Veteran's Credits are available at the Personnel / Civil Service Office.**

**CROSS-FILING FOR CANDIDATES APPLYING TO TAKE 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 three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to **three weeks** before the date of the examination.

**APPLICATION FEE:** An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully

review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**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, 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 by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office. It is the responsibility of the candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**ADDITIONAL CREDIT FOR 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.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.

5. It is the responsibility of the candidate to notify the City of Oneonta Personnel/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

### **CITY OF ONEONTA ALTERNATE TEST DATE POLICY**

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.

8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

**THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO  
WORKFORCE DIVERSIFICATION.**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION  
DATED: September 7, 2017**