



THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF:

POLICE OFFICER: EXAM #69792

DATE OF WRITTEN EXAMINATION: September 26, 2020 (see note below)

APPLICATION FILING DEADLINE: Applications must be postmarked no later than 4:00pm on August 21, 2020. Applications are available on our website, www.oneonta.ny.us/personnel or may be requested by contacting personnel@oneonta.ny.us. Applications must be submitted including all required supporting documents. Incomplete applications will be returned to the candidate and will result in a delay in processing the application (please see "Application Checklist" on page 8 of this announcement).

SPECIAL COVID-19 INSTRUCTIONS: Due to the pandemic, public access to City Hall is currently restricted. As such, applications will be accepted only via mail (mailed to: Oneonta Municipal Civil Service Commission, 258 Main St., Oneonta, NY 13820 Attn: Police Officer Exam). Questions with regard to the exam or application process must be emailed to personnel@oneonta.ny.us. Please note that the exam date of September 26, 2020, may be subject to change based on any state or local orders affecting public gatherings on the date of the exam. Sufficient notice will be given to approved applicants of any change in date or exam administration.

Candidates will be required to adhere to any instructions regarding physical distancing or the wearing of face coverings while participating in the testing process. This includes instructions provided in written correspondence or verbal instructions from staff during the administration of written or physical agility tests. Failure to comply may result in disqualification.

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. Payment must be made via check or money order; cash will not be accepted.

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: \$42,978 (2020 first year base without certification); \$44,025 (2020 first year base with certification)

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 required to undergo a thorough investigation to help determine character and fitness for duty, 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 September 26, 2020 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 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.

- Candidates must meet the medical standards prescribed by the New York State Municipal Police Training Council. Employment offers will be conditional upon the successful completion of the medical 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 Driver’s license at the time of appointment; such license must be maintained for the duration 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 by request from 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. SITUATIONAL JUDGMENT – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

2. LANGUAGE FLUENCY – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

3. INFORMATION ORDERING AND LANGUAGE SEQUENCING – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

4. PROBLEM SENSITIVITY AND REASONING – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

5. SELECTIVE ATTENTION: These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a

series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

6. VISUALIZATION – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

7. SPATIAL ORIENTATION – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

TEST GUIDE: A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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 (40th) 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.

<u>MALE/AGE</u>	<u>SIT-UP</u>	<u>PUSH-UP</u>	<u>1.5 MILE RUN</u>
20-29	38	29	12:38
30-39	35	24	12:58

40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46
<u>FEMALE/AGE</u>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	N/A	18:18
60+	6	N/A	20:16

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. **Applications for Veteran's Credits are available online or by request from 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, or

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 online or by request from 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

Candidates may be rescheduled for an alternate test date when they are unable to take a scheduled examination for one of the following reasons:

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, including Federal or New York State Civil Service or educational examinations. 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.
10. A conflict with a previously established work schedule that cannot be rearranged.
11. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.
12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby making it mandatory that all candidate from the family or household participate in the examination on the alternate date.
13. Any other reason, considered on a case-by-case basis, determined by the Commission to be sufficient justification for granting an alternate date.

Candidates must notify the Civil Service Office as soon as possible before the date of the examination. Candidates who are unable to take the examination due to a medical emergency, accident, or weather emergency, must notify the Civil Service Office no later than the Tuesday following the regular examination date. All requests for alternate test dates must be accompanied by the appropriate documentation verifying the

situation. Candidates approved to take an examination on an alternate test date will be required to affirm that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification. Candidates will normally be examined prior to the Saturday following the original exam date.

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

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

DATED: July 21, 2020

As incomplete applications will result in a delay in processing the candidate's application, it is important that any applications are submitted complete and with all required supporting documents. Please ensure that your application materials include the following completed documents (note: all of these documents can be found on our website: www.oneonta.ny.us/personnel):

- Fully completed **Application for Examination or Employment**. Applications must be signed and dated, and include the applicant's date of birth.
- Statement of Understanding** indicating that the applicant understands, and agrees to, the application process
- A copy of the front and back of your **Driver's License**.
- The **examination fee** (checks or money orders only – no cash will be accepted) or a completed **application fee waiver**.
- An **Alternate Test Date Request** form, if applicable.
- A **Veterans' Credit Application**, if applicable.
- A **Crossfiler Form**, if applicable (used for candidates taking this exam for multiple agencies on the same day)