



THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:

POLICE CHIEF TYPE B #60187

DATE OF WRITTEN EXAMINATION: March 6, 2021

APPLICATION FILING DEADLINE: Applications must be postmarked or received no later than 4:00 p.m. on February 3, 2021. Applications are available on our website, www.oneonta.ny.us/personnel or may be requested by contacting personnel@oneonta.ny.us. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

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 Chief). Questions with regard to the exam or application process must be emailed to personnel@oneonta.ny.us. Please note that the exam date of March 6, 2021, 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.

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 send a 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 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: \$90,000 base

RESIDENCE REQUIREMENT: Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test.

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

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct all law enforcement activities of the City. The work is performed in accordance with policies and objectives

established by the Mayor and Common Council allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance. The work is performed under the guidelines of the rules, regulations and standard operating procedures established and maintained by the department.

MINIMUM QUALIFICATIONS: By the last day of filing, candidates must have:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice, Public Administration, or a closely related field with a minimum of ten (10) years of experience in the field of Law Enforcement, five (5) years of which must be in a supervisory capacity;
- b) Graduation from a regionally accredited or New York State registered college or university with a Associates' Degree in Criminal Justice, Public Administration or a closely related field with a minimum of twelve (12) years of experience in the field of Law Enforcement, five (5) years of which must be in a supervisory capacity;
- c) Fourteen (14) years of experience in the field of Law Enforcement, five (5) years of which must be in a supervisory capacity.

SPECIAL REQUIREMENT: Per NYS Civil Service Law Section 58 1-b: Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the state of New York or has previously served as a member of the New York state police..

SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

1. Job simulation exercise in police command: This job simulation exercise will cover such areas as: management of operations, decision-making under pressure, public relations, and police procedure.

2. Job simulation exercises in police administration: This job simulation exercise will cover such areas as: human resources management, prioritizing, problem-solving, public relations, and police procedures.

3. Knowledge of law enforcement methods, practices, and procedures: These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

4. Preparing written material in a police setting: These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

5. Understanding and interpreting written material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

6. Knowledge of New York State laws – Criminal: These questions test the candidates' knowledge of the laws in effect on January 1, 2021. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include

the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

7. Police Administrative Supervision and Administration: These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

TEST GUIDE: A Guide for the Written Test for the Police Chief/Assistant Police Chief Series 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.

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 Veterans' Credits are available at www.oneonta.ny.us/personnel.**

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 www.oneonta.ny.us/personnel.

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: January 19, 2021