

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: POLICE OFFICER/DEPUTY SHERIFF

EXAM NO: 63631

SALARY: \$22.62 per hour - 2014 Trainee Rate for Tompkins County

EXAM DATE: 11/15/14

ISSUE DATE: 09/02/14

THE FINAL DATE TO FILE APPLICATIONS: 10/02/14

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/16/14

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and maintain residency throughout the life of the eligible list. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND-HELD CALCULATOR IS **PROHIBITED** FOR THIS EXAMINATION

LOCATION OF POSITIONS/VACANCIES:

There are currently no vacancies in the title of Police Officer or Deputy Sheriff within Tompkins County's jurisdiction. The eligible list resulting from this examination may be used to fill any full-time permanent or full-time temporary vacancies that may occur in the title of Police Officer in any of the various towns and villages within Tompkins County (excluding the City of Ithaca). Most part-time Police Officer positions in the Towns and Villages are classified as non-competitive and the use of the list is optional when filling these vacancies. This list may also be used to fill any full-time, part-time and/or temporary Deputy Sheriff vacancies that may occur in the Sheriff's Office during the life of the eligible list.

THE MINIMUM QUALIFICATIONS ARE:

Graduation from high school OR possession of a high school equivalency (GED).

A copy of your high school transcript or GED should be included with your application. Applicants who do not provide the transcript or GED will be eligible to take the examination but will not be eligible for appointment until a copy is on file.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (a) Age: not less than 19 on the date of examination and not less than 20 at time of appointment.**
- (b) Possession of a valid New York State Class A, B, C, D or E Operator's License at time of application and maintenance of such a license throughout the life of employment.**
- (c) Candidates must meet the physical fitness and medical standards set by the Municipal Police Training Council.**
- (d) Candidates must meet the standards established by Section 58 of the Civil Service Law.**
- (e) All conditions of Section 209 (q) of the General Municipal Law must be met.**
- (f) Candidates must qualify on a Psychological Assessment Report.**

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer or Deputy Sheriff 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 the purposes of determining whether they meet the age requirement.

DISTINGUISHING FEATURES OF THE CLASS (Police Officer):

The work consists primarily of routine patrol tasks which involve personal responsibility for the enforcement of all laws and ordinances and the protection of lives and property in an assigned district. The work also involves assisting in the investigation of criminal offenses and the apprehension of criminals. Police Officers work under general supervision except for unusual procedures and special assignments, which are carried out under direct supervision. The incumbent, however, assumes considerable independent responsibility for the exercise of sound judgment in emergencies. The incumbent will perform all related duties as required.

DISTINGUISHING FEATURES OF THE CLASS (Deputy Sheriff):

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances with the County. On an assigned shift an incumbent assists in the investigation of offenses and in the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Supervision over the work of others is not generally a function of this position. The incumbent will perform all related duties as required.

Complete Scope of the examination and Expanded subtest descriptions:

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.

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.

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.

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.

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.

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 the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

THE SELECTION PROCESS:

Candidates for Police Officer / Deputy Sheriff will be tested with a combination of written, physical agility, medical and psychological tests. Candidates who are successful on the written exam will have their names placed on the eligible list for a minimum of one year ranked by final score. However, all eligible's will be restricted from certification for appointment until such time as they successfully complete the physical agility, psychological, and medical physical portions of the test (post-offer of employment). Appointments will be made from among the top three eligible's on the list who are willing to accept the appointment and subsequently pass the other qualifying portions of the test.

The qualifying tests will only be administered after interviews have been conducted and an offer of employment has been made in accordance with the Americans with Disabilities Act of 1992. Other candidates may be called at a later date as warranted by the needs of the County service and other municipalities under Tompkins County's jurisdiction.

Although a candidate's rank on the eligible list will be solely determined by his or her score on the written examination, failure on any of the qualifying tests will bar a candidate from appointment. Candidates MUST meet the medical and physical fitness requirements of the Municipal Police Training Council prior to appointment. Tompkins County requires that the candidate's personal physician certify that they are physically fit to participate in the physical agility portion of the examination prior to being allowed to test.

NOTE: A FELONY CONVICTION WILL BAR AN APPLICANT FROM PARTICIPATING IN THIS EXAMINATION AND FROM APPOINTMENT FROM THE RESULTING ELIGIBLE LIST. CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR AN APPLICANT FROM PARTICIPATING IN THIS EXAMINATION AND FROM APPOINTMENT FROM THE RESULTING ELIGIBLE LIST. THE APPOINTING AUTHORITIES WILL BE PERFORMING BACKGROUND CHECKS PRIOR TO INTERVIEW AND OFFER OF EMPLOYMENT.

RESIDENCY:

Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and must maintain residency throughout the life of the eligible list. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. The Sheriff

may exercise his or her right under section 23-4-a of Civil Service Law and the General Municipal Law to request a certification of the eligible list containing only the names of Tompkins County residents. A town or village may exercise their right under section 23-4-a of Civil Service Law to request a certification of the eligible list which contains only those candidates who are residents of the municipality to which the appointment is to be made. In either case, the candidate must have been a resident of the appropriate municipality for at least one month prior to appointment. After the residents of a specific municipality have been exhausted (deleted down to two names or less), Tompkins County must then certify the names of the non-residents on the list.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

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.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. 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.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850