

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE
announces OPEN COMPETITIVE EXAMINATION FOR
POLICE OFFICER EXAM #66570

Date Issued

September 16, 2016

Date of Examination

November 19, 2016

Last Filing Date

October 14, 2016

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of \$20.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your **CERTIFIED CHECK OR MONEY ORDER** payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. *****PERSONAL CHECKS WILL NOT BE ACCEPTED.***** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: The Eligible List established as a result of this examination will also be used to fill vacancies, as they occur, in the various villages and towns under the jurisdiction of the Delaware County Personnel Office.

SALARY: Varies with location of vacancy.

DUTIES: Under immediate supervision, has personal responsibility during a specified period for the enforcement of all laws and ordinance in an assigned district. Work primarily consists of routine patrol tasks. Unusual procedures and special assignments are generally carried out under immediate supervision. Assists in the investigation of criminal offenses and the apprehension of criminals. There is considerable independent responsibility for the exercise of sound judgment in emergencies. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

RESIDENCE: **Only candidates who have been permanent legal residents of Delaware County or a contiguous county (Otsego, Schoharie, Greene, Ulster, Sullivan, Broome, Chenango, etc.) for at least four months immediately preceding the date of the written test will be admitted to this exam. NOTE:** Agencies have the right to appoint an eligible from their own jurisdiction first. Eligibles may be required to indicate, at the time of consideration for appointment, that they will become a resident of the locality of the vacancy, in accordance with conditions authorized by local law and ordinances.

AGE: To be admitted to the examination, candidates must be at least 19 years old on or before the date of the exam. 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 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, 10a of the Military Law, deducted from their age for purposes of determining whether they meet 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 Delaware County Personnel Office's alternate test date policy) are advised to contact the Delaware County Personnel Office to discuss their request.

EDUCATION: A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences*; Or

B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service**; Or

C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services; Or

D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: *Behavioral Sciences are limited to psychology, sociology and anthropology.

** Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

A. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.

B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

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

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

Candidates claiming college credits MUST submit a copy of their official transcript(s).

NOTE: Unless otherwise specified, all required experience must be fulltime paid or its parttime paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

Subjects of 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.

A guide "How to Take a Written Test" is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

The New York State Department of Civil Service has published a Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test-related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at www.cs.ny.gov/testing/localtestguides.cfm. In addition, a copy of this Test Guide can also be obtained at our Local Civil Service Office. Please stop in the office at One Courthouse Square, Suite #2, Delhi, NY 13753 or call this office at 607-832-5678 for more information on how to obtain a copy of this "Test Guide".

CANDIDATES WHO PASS THE WRITTEN TEST WILL BE REQUIRED TO PASS A QUALIFYING MEDICAL AND A PHYSICAL FITNESS TEST. The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

1. Muscular Endurance - the requirement is for a number of bent-leg sit-ups to be performed in one minute.
2. Flexibility - The "sit and reach" test measures range of motion of the lower back and hamstrings. This portion involves stretching out to touch the toes and beyond with extended arms from the sitting position.
3. 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.
4. 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 40th percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

NOTICE TO CANDIDATES: THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

APPLICATION DEADLINE POLICY: All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

CROSSFILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, YOU must make arrangements to take all the examinations at one test site. If you are taking a state exam you must sit at a State site. If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam. Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you MUST call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

*****Religious Accommodation***** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons:***** If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel:***** Pursuant to Section 243b of the Military Law applicants who are unable to take this examination on the regular examination date because of active military duty may be eligible to take a special military make up examination. If you are on active military duty and unable to take this exam on the regularly scheduled examination date, please indicate this on your application. You will then be sent additional information regarding a military make up examination.

*****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. 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's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the 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.

*****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.

**DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE
TEDDIE STOREY, PERSONNEL OFFICER**