

POLICE OFFICER / DEPUTY SHERIFF (POLICE)

Date Published: 09/13/2017

Open Competitive Examination #: 64-100

Application Deadline: 10/17/2017

Exam Date: 12/02/2017

Promotional Examination #: None

Application Filing Fee (Non-Refundable): \$35.00

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

FOR THIS EXAMINATION, CANDIDATES MUST COMPLETE AN OPEN COMPETITIVE APPLICATION (FORM P200) AND A CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE (FORM P202)

\$35.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to Chief Fiscal Officer, or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES:

City of Syracuse Police Department, \$45,265-\$67,438

Onondaga County Sheriffs Department, \$49,203-\$70,038

Salaries vary in the Town and Village Police Departments

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists. Changing conditions may make it necessary to certify for future vacancies at higher or lower salaries than those announced.

IMPORTANT NOTICE

The Entry-Level Police Officer / Deputy Sheriff Examination Series will be held on a statewide basis on December 2, 2017. This series may include titles for Local Police Officer, Deputy Sheriff, Deputy Sheriff Patrol Officer, Constable, etc. and also State titles for Environmental Conservation Officer, Forest Ranger, Park Patrol Officer, and University Police Officer.

The Onondaga County examination for Police Officer / Deputy Sheriff (Police) will also be held on May 12, 2018. A candidate is permitted to take examinations in the Entry-Level Police Officer / Deputy Sheriff Examination Series on **ONE** of these dates, but not both. **Any candidate who sits for any examination in this series on December 2, 2017 will not be eligible to sit for the May 12, 2018 examination administration.** Any candidate interested in a Police Officer / Deputy Sheriff (Police) position within Onondaga County must take either Examination #64-100 to be held on December 2, 2017, or the May 12, 2018 examination that will be announced in the Spring of 2018.

Any candidate who participates in the Entry-Level Police Officer / Deputy Sheriff Examination Series on December 2, 2017, **SHOULD NOT APPLY** for the May 12, 2018 examination administration. Candidates who take **any** examination in the December 2, 2017 administration of this series in **any jurisdiction** and apply to take the Onondaga County examination for Police Officer / Deputy Sheriff (Police) examination on May 12, 2018 **will be deemed ineligible for the May 12, 2018 examination.**

CONTINUOUS RECRUITMENT PROGRAM: This is a combined continuous recruitment examination for entry-level law enforcement officer positions. The names of successful candidates will be inter-filed, in order of final score, to a Police Officer / Deputy Sheriff (Police) eligible list which will be used to fill present and anticipated vacancies for the title Deputy Sheriff (Police) in the Onondaga County Sheriff's Department and the title Police Officer in the City of Syracuse Police Department and in various Onondaga County Town and Village Police Departments. Candidates appointed or removed from the list as a result of canvass in one law enforcement agency will be removed from the list for further consideration in all law enforcement agencies. Candidates should be aware that because this is a continuous recruitment list, all results of canvass (i.e. declinations) will remain in effect indefinitely. Removals and restrictions to the eligible list may be withdrawn only through written notice to the Onondaga County Personnel Department. The Onondaga County Personnel Department reserves the right to terminate this special recruitment program and establish the periodic type of examination in concurrence with the federal District Court Order.

DUTIES: This is law enforcement work involving responsibility to enforce federal and state laws and local ordinances and to maintain order in an assigned area. Under the general supervision of a superior officer, an employee in this class performs routine patrol duties on an assigned shift. Does related work as required.

RESIDENCE REQUIREMENT: OPEN COMPETITIVE examination candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. Preference in appointment may be given to local residents. Appointments to positions in some

municipalities are subject to residence requirements pursuant to local laws.

MINIMUM QUALIFICATIONS: On the date of examination, candidates must meet the following requirements:

Age: Candidates must be at least 19 years and 6 months old on or before the written examination to be admitted to the test. Eligibility for appointment begins when candidates reach their 20th birthday. On April 26, 1999, Chapter 32 of the Laws of 1999 amended Section 58 of Civil Service Law to establish a maximum age limitation of 35 years of age as of the date the individual takes the written examination (eligibility ceases upon a candidates 35th birthday). Time spent on military duty, not exceeding a total of six (6) years (Volunteer service after July 1, 1970 is limited to a total of four (4) years unless performed during a period of war or national emergency), shall be subtracted from the age of any applicant who has passed his/her 35th birthday.

Section 58.1(a) of Civil Service Law requires that applicants not be more than 35 years of age as of the date the individual 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 Onondaga Countys alternate test date policy) are advised to contact Onondaga County Personnel to discuss their request.

At time of appointment Candidates must meet the following requirements:

Education: Candidates must be high school graduates or holders of a high school equivalency diploma issued 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 at time of appointment.

Citizenship: Candidates must be citizens of the United States at time of appointment.

License: Possession of a valid New York State driver's license at time of appointment.

Physical: Candidates must meet the prescribed general physical and medical conditions as stated in the Municipal Police Training Council standards.

Psychological: Psychiatric and Polygraph examinations may be required of any successful candidate prior to appointment.

Moral Character: Candidates must be of a good moral character with no conviction of a felony. Conviction of a misdemeanor or other offense including traffic violation may bar appointment.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will be 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 PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

TEST GUIDE: A Guide to the Written Test for the 'Police Entrance' series is available at the New York State Department of Civil Service web site: <http://www.cs.ny.gov/testing/localtestguides.cfm> Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATORS: Unless otherwise notified, candidates are **PROHIBITED** 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. You may not bring cellular phones, beepers, pagers, or headphones.

****PHYSICAL FITNESS TEST STANDARDS: Held on an as needed basis.**

Candidates passing the written portion of the examination will be required to pass a qualifying physical-agility fitness test before they will be certified for permanent appointment. These tests will be given as the needs of the service require. Selected candidates must successfully complete a physical fitness-screening test (physical agility) designed to assess the underlying physiological capacity of a candidate to learn and perform the essential job functions of an entry level Police Officer. The standards for this portion of this examination were established by the MPTC (Municipal Police Training Council) on February 1999 and revised on March 2006, and contain the following test elements: Bent-leg sit-ups, push-ups, and 1.5 mile run. Candidates are advised to assess their ability to qualify in the elements of the test battery. Our department strongly recommends that you have your physician review the test elements described below and certify that you are physically capable of participating in the physical fitness-screening test.

Events

Sit up Muscular Endurance - The score indicated below is the number of bent-leg sit-ups performed in one minute.

Push-up Muscular Endurance (Upper Body) The score below is the number of full body repetitions that a candidate must complete without breaks.

1.5 Mile Run Cardiovascular Capacity - The (time) score indicated below is calculated in minutes:seconds.

TEST

Male

AGE SIT-UP PUSH-UP 1.5 MI RUN

20-29 38 29 12:38

30-39 35 24 12:58

40-49 29 18 13:50

Female

AGE SIT-UP PUSH-UP 1.5 MI RUN

20-29 32 15 14:50

30-39 25 11 15:43

40-49 20 9 16:31

****Physical Fitness Waiver Policy:** At time of certification for appointment, candidates may be waived from having to participate in the physical fitness screening test (physical agility) if, within the last 4 (four) years, they have previously passed the physical agility administered by the following agencies:

- 1) Onondaga County Personnel Department; or,
- 2) any local municipal civil service agency within the State of New York

Documentation that supports that a candidate has passed the physical agility and that it was administered according to the standards established by the MPTC (Municipal Police Training Council) must be submitted to the Onondaga County Personnel Department prior to certification for appointment.

Physical Fitness Retest Policy: Candidates who have failed the physical fitness test will be removed from the active eligible list and he/she will be ineligible for further consideration from any current eligible list

certification. Candidates may schedule a retest, for a fee, by contacting the Health and Fitness Director at the YMCA of Greater Syracuse, 474-6851. Upon completion of the retest, the YMCA will notify the Onondaga County Personnel Department of the results of the test and the names of successful candidates will be returned to active status on the eligible list for consideration for any future vacancies.

MEDICAL STANDARDS: Upon receipt of a conditional offer of employment from a police agency, candidates will be scheduled for a medical review to evaluate whether he/she can, with or without reasonable accommodation, perform the essential functions of an entry level police officer. Physical agility and medical standards are prescribed by the Municipal Police Training Council (MPTC) and are available at the Onondaga County Department of Personnel or online at www.ongov.net/employment/document_center/.

Medical Review Waiver Policy: At time of a conditional offer of employment from a police agency, candidates who have previously passed the medical review, administered by the Onondaga County Personnel Department, within 1 (one) year may be waived from having to participate in the medical review.

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center

APPLICATION FEE: Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to Chief Fiscal Officer. Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) on your check or money order). We do not accept applications by fax.

APPLICATION FEES ARE NON-REFUNDABLE. You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application. If you want Proof That You Submitted Your Application and/or Examination Fee, ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

NOTE: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees are paid in full.

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed Application Fee Waiver Request and Certification form). All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an Application Fee Waiver Request and Certification form and submit it with your application by the close of business at 4:30pm on the last file date as listed on the Examination Announcement.

The Application Fee Waiver Request and Certification form can be found in our office lobby or on our website in the Document Center.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

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, please inform this office of this matter when you submit your application for examination.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veterans Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at www.ongov.net/employment/document_center.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

EXAM INFORMATION:

EXAM NOTICE: Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or any Clear Channel Radio Station.

EXAM ACCOMMODATIONS: If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a paper attached firmly to your application.

RELIGIOUS ACCOMMODATION: Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

EXAM RATING: When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at Civil Service Exam Test Results www.ongov.net/employment/ranking

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the Application for Employment may result in disqualification and possible legal action.

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 two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Onondaga County Cross Filer Notification Forms are available in our office or online at www.ongov.net/Employment/document_center. Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/employment/document_center

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION: May be required for appointment or promotion.

SPECIAL NECESSARY REQUIREMENT: Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State drivers license and a dependable personal vehicle or must have reasonable access to private/public transportation.