

**BEFORE APPLYING FOR THIS EXAM,
PLEASE READ THIS IMPORTANT INFORMATION:**

Applications/Fees will NOT be accepted after close of business on the date of the Application/Fee Deadline. If we do not receive your fee by the Application/Fee Deadline, your application may be DISAPPROVED.

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

HOW TO APPLY FOR THIS EXAM:

STEP 1: **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.

STEP 2: **Submit a Civil Service application.** Go to: mycivilservice.cayugacounty.us/exams and click on the "APPLY" button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).

STEP 3: **Submit the application review fee. THIS FEE IS DUE BY THE APPLICATION DEADLINE.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$1.00 service fee.

AFTER YOU APPLY:

Approximately **5 DAYS before the exam date**, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 DAYS of the exam date, contact our office at 315-253-1284.

IMPORTANT INFORMATION REGARDING NEW TESTING GUIDELINES:

- Social distancing guidelines and COVID-19 screening procedures will be followed at our exam sites.
- Masks will be required.
- All candidates will be screened at the door.
- Temperature checks and completion of health questionnaires will be required.
- Candidates who do not pass the screening procedures will not be admitted into the exam room.
- Desks will be placed 6 feet apart and will be disinfected prior to the exam.
- Hand sanitizer and/or disinfectant wipes will be available.

CELL PHONE POLICY: Cell phones, "Fitbits", smart watches, and all electronic or cellular devices are **NOT** allowed inside the building where the exam is held. Please leave these devices in your vehicle when you attend an exam. A violation of this policy may result in your disqualification.



**Cayuga County Department of Human Resources
and Civil Service Commission**

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: mycivilservice.cayugacounty.us

Fax: (315) 253-1084

**CIVIL SERVICE EXAM
(Open to the Public)**

Police Officer

Exam Date: Saturday, May 15, 2021

Exam Number

OC# 66838

Application Review Fee

\$25 (non-refundable)*

(Fee is due at the time of application.)

Application/Fee Deadline

**Wed., March 31, 2021
(by 5:00 p.m.)**

***NOTE:** All application review fees are **NON-REFUNDABLE**. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

APPLICATIONS/FEEES WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION/FEE DEADLINE.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.

AGE REQUIREMENT: Candidates must be at least 19 years old to be eligible to take the test. Eligibility for appointment 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 purposes of determining whether they meet the age requirement.

RESIDENCY REQUIREMENTS AT TIME OF EXAM: Candidate must have been a legal resident of Cayuga County or one of the six contiguous counties (Cortland, Onondaga, Oswego, Seneca, Tompkins, Wayne) for at least 30 days immediately preceding the date of the written test.

RESIDENCY REQUIREMENTS AT TIME OF APPOINTMENT: Candidate must be a resident of Cayuga County at time of appointment. Preference in appointment may be given to local residents. Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws. 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 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

SPECIAL REQUIREMENTS:

- (A) Not less than 20 years of age at the time of appointment.
- (B) Possession of a New York State Motor Vehicle Operator's license at the time of appointment. From date of appointment, must possess and maintain a valid NYS Driver's license.

TRAINING REQUIREMENTS: Must satisfactorily complete the Basic Course of 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.

ANTICIPATED ELIGIBILITY (EDUCATION): If you expect to complete the educational requirement by **November 15, 2021**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **January 15, 2022**. Failure to do so will result in removal of your name from the eligible list.

SALARY RANGE: Salary varies in jurisdictions where the title exists.

VACANCIES: The eligible list established as a result of this exam will be used to fill current and future vacancies as they occur in any of the jurisdictions where the title exists.

CRIMINAL RECORD: Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment if the Cayuga County Civil Service Commission determines that the employment of such person is not in the best interest of the department.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Candidates are subject to a satisfactory completion of an inclusive background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Family, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification under Section 50(4) of the NYS Civil Service Law. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Psychological screening will be done by the Sheriff's Dept. as part of the background investigation. Drug testing is included in the required medical exam.

MEDICAL EXAM: Upon receipt of a conditional offer of employment from a police agency, candidates will be scheduled for a medical exam to evaluate whether they can, with or without reasonable accommodation, perform the essential functions of an entry level Deputy Sheriff. Candidates are advised to review the medical standards and potentially disqualifying conditions. At this time, the medical standards include, but are not limited to vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye. All candidates must have acceptable color perception and acceptable hearing acuity.

FINGERPRINT FEES: Fingerprinting is required at the time of appointment. You will be required to pay the processing fee. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits and consistent with the applicable provisions of State and federal laws. As stated in Section 58 of the Civil Service Law, you must be of good moral character.

DISTINGUISHING FEATURES OF THE CLASS: Is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period; does related work as required. These duties 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 or official. However, there is considerable independent responsibility for exercise of sound judgment in emergencies.

SUBJECTS OF EXAMINATION: A WRITTEN TEST designed to evaluate 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 & 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.

Rating/Review: 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.

STUDY GUIDES: There are two guides for this title available online. Go to: <https://www.cs.ny.gov/testing/testguides.cfm>
Scroll down to **Test Guides for Local Government Examinations**, and click on the test guides entitled:
- **Law Enforcement Officer, Entry Level** and
- **Police Officer/Deputy Sheriff Exam – Frequently Asked Questions**

USE OF CALCULATORS: PROHIBITED.

PHYSICAL FITNESS TEST REQUIREMENTS: (PHYSICAL FITNESS TEST WILL BE HELD ON A SEPARATE DATE FROM THE WRITTEN TEST.)
Candidates will be required to submit a statement from their physician indicating that they are capable of participating in the physical fitness screening test. The following is a brief description of the physical fitness test:

- Sit-ups:** Muscular endurance (core body) – The score indicated below is the number of bent-leg sit-ups performed in one minute.
Push-ups: Muscular endurance (upper body) – The score below is the maximum number of full body repetitions that a candidate must complete without breaks. This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps).
1.5-Mile Run: Cardiovascular Capacity – The (time) score indicated below is calculated in minutes:seconds.

PHYSICAL FITNESS TEST REQUIREMENTS

<u>MALES:</u>				<u>FEMALES:</u>			
<u>Age</u>	<u>Sit-up</u>	<u>Push-up</u>	<u>1.5-Mile Run</u>	<u>Age</u>	<u>Sit-up</u>	<u>Push-up</u>	<u>1.5-Mile Run</u>
20-29	38	29	12:38	20-29	32	15	14:50
30-39	35	24	12:58	30-39	25	11	15:43
40-49	29	18	13:50	40-49	20	9	16:31
50-59	24	13	15:06	50-59	14	-	18:18
60+	19	10	16:46	60+	6	-	20:16

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. We reserve the right to schedule these examinations for only as many candidates necessary for vacancies as they may occur during the life of the eligible list.**

RETEST POLICY FOR PHYSICAL FITNESS TEST: Candidates who pass the written exam but fail the physical fitness test are entitled to one (1) retest, provided that they submit a written request within fourteen (14) days of notification of their failure to qualify. There is a \$15 fee to apply for the retest. Candidates who fail to appear at their scheduled retest will be disqualified.

JURISDICTION: The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

PRE-EMPLOYMENT DRUG TESTING: Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

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.

SECTION 23.2: This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

APPLICATION FEE WAIVER: An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. You may obtain the waiver request form on our website at: <https://www.cayugacounty.us/1512/Forms>

THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS: Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

VETERAN'S CREDIT: If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** You may request download these forms from our website at: <https://www.cayugacounty.us/1512/Forms>. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

ADDITIONAL CREDITS ALLOWED 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.

ELIGIBLE LIST: The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

CHANGE OF ADDRESS: **If you move, it is your responsibility to notify the Civil Service Office of your new address.** The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

CROSS-FILING INSTRUCTIONS:

LOCAL-TO-LOCAL: If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

LOCAL-TO-STATE: If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

WEATHER EMERGENCY / EXAM CANCELLATION: In the event of a weather emergency or cancellation of an exam, we will post it on our website at: mycivilservice.cayugacounty.us/exams.