

**ST. LAWRENCE COUNTY  
A.A./E.E.O. EMPLOYER  
CIVIL SERVICE OPPORTUNITY  
EXAMINATION OPEN TO THE PUBLIC**

EXAMINATION DATE: December 2, 2017

LAST FILING DATE: October 11, 2017

**Police Officer - # 60-865**

The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Human Resources Department. Salary varies with jurisdiction.

**RESIDENCY:** 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. Appointments to positions in some municipalities may be subject to residence requirements pursuant to local laws. Preference in appointment may be given to the residents of the municipality in which the position exists.

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma as described in Section 58 of the Civil Service Law.

**SPECIAL REQUIREMENTS:**

1. Candidate must be a citizen of the United States.
2. Possession of a current valid New York State Driver's license.
3. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.

**AGE:** Section 58.1(a) of the New York State Civil Service Law requires that candidates must be at least 19 years of age on or before the examination date to be admitted to the written examination. 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 (10-a) of the Military Law, deducted from their age for purposes of meeting the age requirement.*

**Note:**

- Conviction of a felony will bar admittance to the examination.
- Conviction of a misdemeanor or other offense may be a bar to appointment.

**NOTE: Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.**

**APPLICATION FEE:** The St. Lawrence County Human Resources Department will be collecting an application fee of \$30.00 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. **DO NOT SEND CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the 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, 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, please 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. The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at: [www.slcpersonnel.org](http://www.slcpersonnel.org) or by contacting the Human Resources Department at (315) 379-2210.**

**GENERAL STATEMENT OF DUTIES:** 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. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. The incumbent is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period. The incumbent does related work as required.

**NOTE:** Calculators are **PROHIBITED**.

**SUBJECT OF EXAMINATION: SEE ATTACHED EXPANDED SCOPE STATEMENT**

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 9:00 am to 5:00 pm except for the months of June, July and August; the hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination date, as to the time and place of the examination. In order to assure you receive all correspondence from our office, we **must** have your current address on file. Email changes to: [exams@stlawco.org](mailto:exams@stlawco.org) or contact the St. Lawrence County Human Resources Department at the number listed below.

Date Published: August 3, 2017

APPLICATIONS AND FURTHER INFORMATION  
St. Lawrence County Human Resources Department  
48 Court Street, Canton, New York 13617-1169  
(315) 379-2210  
[www.slcpersonnel.org](http://www.slcpersonnel.org)  
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

### **SITTING CONDITIONALLY FOR AN EXAMINATION**

Candidates who will receive a qualifying degree within four (4) months after the date of this examination will be allowed to sit conditionally. The candidates' name will be withheld from certification until proof of the qualifying degree has been received by the Human Resources Department. The candidate will be required to furnish proof that they have received said degree, **no later than four (4) months after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frame so stated, the candidate will become eligible for certification.

### **SPECIAL EXAMINATION ARRANGEMENTS**

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Human Resources Department. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

### **RELIGIOUS ACCOMMODATION**

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Human Resources Department with the examination application. The candidate will be notified by the Human Resources Department of an alternate test date.

### **MILITARY COMMITMENT**

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Human Resources Department for information regarding their rights to an alternate test date.

### **OTHER ALTERNATE TEST DATES**

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Human Resources Department no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

### **MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (CROSS FILERS)**

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 (2) 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.

### **VETERANS CREDITS**

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946

June 27, 1950 - Jan. 31, 1955

Feb. 28, 1961 - May 7, 1975

June 1, 1983 - Dec. 1, 1987

Oct. 23, 1983 - Nov. 21, 1983

Dec. 20, 1989 - Jan. 31, 1990

Aug. 2, 1990 - End of Persian Gulf Conflict

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 6 of the application for additional information)

### **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.

### **WRITTEN EXAMINATION**

This 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 provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations will apply.

### **CONTINUOUS RECRUITMENT EXAMINATIONS**

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

### **ELIGIBLE LISTS**

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

### **NOTE TO CANDIDATES**

Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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. Books or other reference materials are also prohibited.

### **BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES**

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. 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.

**EXPANDED SCOPE STATEMENT**

*Police Officer*

*Exam Date: 12/2/2017*

60-865

**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 to the Written Test for the Police Entrance is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](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.

**NOTE:** There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

## QUALIFYING PHYSICAL FITNESS TEST

The three elements measured in the qualifying physical fitness test are muscular endurance (core body), muscular endurance (upper body) and cardiovascular capacity. The 1.5 mile run shall only be administered to such individuals who have successfully completed each of the other two elements of the test battery (sit-up and push-up). The following is a brief description of the physical fitness test.

**Sit-up** Muscular endurance (core body) – 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.**

AGE/SEX		TEST		
<b>MALE</b>	<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MI RUN</b>	
20-29	38	29	12:38	
30-39	35	24	12:58	
40-49	29	18	13:50	
<b>FEMALE</b>				
20-29	32	15	14:50	
30-39	25	11	15:43	
40-49	20	9	16:31	

*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 (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute.*

***Failure on any part of the qualifying test will remove your name from further consideration for appointment.***