

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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**Linda Parke** Personnel Officer

## Open Competitive Examination Announcement

### DEPUTY SHERIFF / POLICE OFFICER; EXAM # 60793

Issued: 06/21/2022

**WRITTEN TEST DATE: Saturday, 09/17/2022**

**(Qualifying Physical Fitness Screening test will be conducted on September 20, 2022; see page 3)**

**CAREFULLY** read the following:

#### **Application Deadline: 07/26/2022**

**Apply online at:** <https://www.tiogacountyny.com/departments/personnel-civil-service/> Review the information and instructions at the end of this announcement! Applications must be post marked on or before the application deadline date. Applications received or post marked after the application deadline date will be disqualified. There are **NO** exceptions.

The online application portal is accessible if using a smart phone. If you are unable to apply online or if the portal is not functional, applications may be printed from our web site (*Civil Service – Application Forms*). Applications may also be obtained in our department during regular office hours.

#### **Application Fee: \$25.00**

Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. The application fee or fee waiver form for this examination must be received or post marked on or before **07/26/2022**. An applicant's payment or fee waiver form received or post marked after this date will be disqualified. There are **NO** exceptions.

**Time and Place of Written Examination:** Approved candidates will be notified by admission letter 7 to 10 days prior to the written test date as to when and where to appear. **All notices of admission or disqualification will be sent by email to online applicants.** You are responsible for checking your spam folder! Applicants who do not have email will be sent notice of admission or disqualification by postal mail to the address provided. **Be sure to bring the admission letter with you to the examination.** If you have not received an admission letter **3 days before** the written test date, call 607-687-8207

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
Tioga County Sheriff (Deputy Sheriff)	\$50,435 (2021) Contract under negotiation	Anticipated
Village of Owego (Police Officer)	\$33,520 (Non-certified); \$45,644 (Certified)	Anticipated
Village of Waverly (Police Officer)	\$44,428.80 (Non-certified); \$50,606.40 (Certified)	Anticipated

**Residency Requirements:** Candidates **ARE NOT** required to be legal residents of **Tioga** County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality. Immediate written notice should be given of any change in mailing address, legal residence address, email address, or name change by submitting the **Change of Information Form**. Failure to do so may jeopardize status on an eligible list. Be advised, the candidate may also be required to provide documentation to validate his/her new residence. Forms are available online or from the Personnel Department.

**SPECIAL NOTE:** Effective January 1, 2016, a criminal background check is required prior to employment within **all Tioga County Departments**. An offer of employment will be conditional pending results from the criminal background check.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency or comparable diploma as stated in Section 58 of the Civil Service Law. Candidates must meet physical and agility requirements in accordance with the standards established by the Municipal Police Training Council.

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**Anticipated Eligibility:** If you expect to complete the educational requirement **within 12 months of the written test date**, 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 Tioga County Personnel Department. Failure to submit proof of your completed educational requirements **within 12 months of the written test date**, may result in your removal from the eligible list.

**SPECIAL REQUIREMENT:** 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 begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> 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. **APPLICANTS MUST PROVIDE THEIR DATE OF BIRTH UNDER QUESTION #1 ON THE APPLICATION FOR EXAMINATION.**

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's license is required at time of appointment.

**Citizenship:** United States citizenship is required.

**NOTE:** Applicants who do not possess a high school diploma or high school equivalency (HSE) or who are in the process of completing such coursework will be allowed to participate in the examination. Candidates would not be eligible for appointment until the diploma has been obtained. For information on how to obtain a New York State HSE, please visit the NYS Education Department online: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse> Phone: (518) 474-5906; or email: [hse@nysed.gov](mailto:hse@nysed.gov)

**Training Requirements:** Individuals must satisfactorily complete the Basic Course for 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.

### **Distinguishing Features of the Class:**

**DEPUTY SHERIFF:** This is routine law enforcement work in a Sheriff's Office serving as a highway patrol officer. Work involves responsibility for the enforcement of laws; ordinances; the protection of lives and property in an assigned area during specified periods, and assisting in the investigation of criminal offenses and the apprehension of criminals. Though the work may require direction and oversight of departmental staff on an assigned shift in the absence of a Sergeant, supervision of others is not ordinarily a responsibility of the position. Does related work as required.

**POLICE OFFICER:** This work involves responsibility for the enforcement of laws, ordinances, and the protection of lives and property in an assigned area during specified periods. The work involves routine patrol tasks, assisting in investigations of criminal offenses and apprehension of criminals. Work is performed according to established policies and procedures and under the general supervision of a Police Sergeant or other high ranking officer with considerable independent responsibility for the exercise of judgment in emergency and other matters of police nature. Does related work as required.

### **TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

**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.

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**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.

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.

**Test Guides & Resource Booklets** - A Guide for the Written Test for **Entry-Level Law Enforcement Officer** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

**QUALIFYING PHYSICAL FITNESS SCREENING TEST DATES:** **The Physical Fitness Screening Test will be conducted September 20, 2022, for applicants who are approved to take Tioga County's written examination #60793.** Additional dates may be scheduled without advance notice. Approved applicants, **who have reached their 20<sup>th</sup> birthday**, will be emailed with a Release of Liability form, Release to Participate form, Physical Fitness Screening Test form AND notification of the date, time, and where to appear for their scheduled Physical Fitness Screening Test. Failure to appear for a scheduled Physical Fitness Screening Test will be considered an unqualified declination and the name of such candidate may be eliminated from future certification.

**NOTORIZED RELEASE OF LIABILITY FORM, RELEASE TO PARTICIPATE FORM (with physician's release statement) AND PHYSICAL FITNESS SCREENING TEST FORM** – must be completed and provided on the day of the scheduled Physical Fitness Screening Test. Failure to provide these forms may jeopardize your participation in the physical fitness portion of the examination.

Only those candidates passing both the written portion of the examination and the qualifying Physical Fitness Screening Test can be certified for appointment.

The three elements measured in the Physical Fitness Screening Test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the test. *Copies of the Physical Fitness Screening Test are available upon request from the Tioga County Office of Personnel and Civil Service.*

**Muscular Endurance:** The requirement is for a number of bent-leg sit-ups to be performed in one minute.

**Push Up:** This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

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

**QUALIFYING TEST POLICY:** Should a candidate fail to meet any one element of the Physical Fitness Screening Test, they will then be immediately scheduled to retake the test one final time. The candidate will be retested on all of the elements of the test and not just the element(s) which were not achieved. **Re-tests will be conducted on September 27, 2022.** Additional dates may be scheduled without advance notice. The Tioga County performance test policy may be obtained from the Civil Service Department. Candidates should review this policy prior to participation in a qualifying test.

If a candidate fails to meet any one element of the Physical Fitness Screening Test after being re-tested, they are considered to have failed the entire examination. Candidates would then have to wait to re-apply for the next announced Deputy Sheriff / Police Officer examination for Tioga County. At a minimum this wait would be one (1) year.

**Physical Fitness Screening Test Waiver Policy:** The Tioga County Personnel & Civil Service Office will allow for a waiver for the Physical Fitness Screening Test should a candidate provide valid documentation that they have passed a physical

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fitness screening test in Tioga County or any jurisdiction in New York State on or after **August 1, 2022** and were tested on the exact MPTC standards in use by Tioga County or any substitute standards approved by the Cooper Institute. **A waiver request must be submitted and approved prior to the date of your scheduled Physical Fitness Screening test.**

All Physical Fitness Screening Test results are valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, a candidate may be required to participate in the Physical Fitness Screening Test portion of the exam more than once if they have not earned appointment within one (1) year from the date of their first Physical Fitness Screening Test.

**Following the establishment of the eligible list resulting from the written examination and the physical fitness screening test, the following will be required prior to appointment from the eligible list:**

- **Investigative Screening:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. The candidate may be required to pay fees associated with fingerprint processing.
- **Medical Examination:** An eligible who is given a conditional offer of employment will be scheduled to take the required medical examination. Waiver of the medical examination will not be allowed. Copies of the medical standards as set by MPTC are available upon request from the Tioga County Department of Personnel & Civil Service.
- **Psychological Evaluation:** As stated in Section 58 of the Civil Service Law, an eligible will be required to participate in a psychological evaluation to determine fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in an offer of employment being rescinded or in disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

**NOTE:** Per **Tioga County Civil Service Rule IX (3):** A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**Use of Calculators:** The use of a calculator is **PROHIBITED**.

**SEND CHECK OR MONEY ORDER** payable to **TIOGA COUNTY TREASURER**, as directed above, and write the examination name(s) & number(s) on your check or money order. Submit this to the address above. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. As no refund will be made, 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges. **Online payment through online application portal is subject to transaction fees. Credit or debit card payment is not available within our department.**

**EXCEPTION TO THE APPLICATION FEE** will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form at time of application. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

**Tioga County is an Equal Opportunity Employer**

#### **ADDITIONAL INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled*

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veterans' credits after the Eligible List has been **established**. It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy: <http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf>

**APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both **State and Local** government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** of your intent to take both a State and a Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at [www.tiogacountyny.com](http://www.tiogacountyny.com), or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**BACKGROUND INVESTIGATION and Additional Screenings:** Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3): A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**CHANGE OF ADDRESS:** When a candidate's residence and/or mailing address changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form**. Documentation may be required to validate a change in residence.

**CHANGE OF NAME:** When a candidate's name changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form**.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**ELIGIBLE LIST:** In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination **may** be used to fill vacancies in similar related titles.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

**EXAM HOLDINGS:** In the instance where both a **promotional** and an **open-competitive examination** are held for the same title, a mandated **promotional list will be used first** to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Examination or Employment", "Change of Information Form", or any related documentation may result in disqualification before or after examination in accordance with Tioga County Civil Service Rule IX and/or Civil Service Law Section 50.4.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. Candidates will be disqualified from taking the exam if the application fee or waiver form is not received, as directed, from the Tioga County Department of Personnel & Civil Service.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS:** Civil Service Applications, Fee Waivers, Cross-File Notification, and Change of Information Form may be obtained online at: <https://www.tiogacountyny.com/departments/personnel-civil-service/>. These forms may also be obtained from the **Tioga County Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827, (607) 687-8207.**

**MINIMUM QUALIFICATIONS:** You **MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**NOTIFICATION:** If an application is disapproved, notice will be sent by email. Applicants are responsible for checking their spam folder. Applicants who do not have email will be sent notice of admission or disqualification by postal mail to the address provided. *This department does not take responsibility for non-delivery or postal delay.* If the applicant does not receive either a disapproval letter or an admission notice **3 days before** the date of the exam, call (607) 687-8207.

**RATING:** This written and/or training and experience examination is being 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 dealing with the rating of examinations will apply to this written and/or training and experience examination. A score of 70 is considered passing.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

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**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS and BOCES:** 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 is required.