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**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE**

**announces**

**OPEN COMPETITIVE EXAMINATION**

**for**

**POLICE OFFICER**

**(City of Glens Falls)**

**STATE NO. 60188**

**APPLICATIONS ACCEPTED TO: October 12, 2016**

**LOCAL NO. 2036**

**EXAMINATION WILL BE HELD: November 19, 2016**

**LOCATION/VACANCIES:** This examination is being held to establish an eligible list to be used as vacancies occur within the City of Glens Falls Police Department. **SALARY:** \$38,750

**RESIDENCE:** **CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WARREN OR A CONTIGUOUS COUNTY FOR AT LEAST FOUR MONTHS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN EXAM.**

**DUTIES:** (illustrative only)

Patrols a specific area on an assigned shift on foot or in a radio patrol vehicle;  
Checks doors and windows of closed or vacant businesses and unoccupied residential property;

Investigates suspicious activities and makes arrests for violation of federal and state and local laws and ordinances;

Escorts prisoners to jail and to court and has them booked on charges;

Makes investigations of wanted and missing persons and stolen cars and property;

Directs traffic and maintains order for parades, funerals and other public gatherings;

Answers questions for and directs the public;

Broadcasts radio messages;

When assigned as a detective, makes criminal and plain clothes investigations;

Assists the District Attorney and testifies in court on a variety of criminal matters;

Observes and reports conditions requiring the attention of other city departments;

Makes daily reports of activities.

**MINIMUM QUALIFICATIONS: CANDIDATES MUST MEET ALL OF THE FOLLOWING:**

**EDUCATION:** Graduation from high school or possession of a high school equivalency diploma or a comparable diploma as described in Section 58 of the Civil Service Law. Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on obtaining a diploma, contact the New York State Education Department, Albany, NY 12234.

**DRIVER'S LICENSE:** To be eligible for appointment, candidates must possess a valid and unrestricted license to operate a motor vehicle in New York State.

**AGE:** Candidates must be **at least 19 years old** on or before November 19, 2016 to be admitted to the written test. Eligibility for appointment begins when a candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of the written exam 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.

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 agency's alternate test date policy) are advised to contact Warren County Civil Service to discuss their request.

**CITIZENSHIP:** United States Citizenship **IS** required at the time of appointment.

**BACKGROUND INVESTIGATION:** In order to be appointed, candidates must be legally eligible to carry firearms. Candidates **will be** subject to a pre-employment background investigation and screening. Applicants may be required to authorize access to educational, financial, employment, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term of employment. Conviction of a felony **WILL** bar appointment. Conviction of a misdemeanor or other violations of the law **MAY** bar appointment.

**SUBJECT OF EXAMINATION:** The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. Applying Written Information (rules, regulations, policies, procedures, directive, etc.) in Police Situations
2. Memory for Facts and Information
3. Reading, Understanding and Interpreting Written
4. Preparing Written Material In a Police Setting

**NOTE:** This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**P.E.R.C. Statement:** The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. This committee was selected with the assistance and the endorsement of the Police Conference of New York, Inc., the New York State Association of Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

**NOTE:** A 'Guide to Taking the Written Test for Local Police Entrance' is available on line at: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm) or from the Warren County Department of Civil Service.

**MEDICAL AND PHYSICAL FITNESS STANDARDS:** You must pass the written test 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 including drug testing. Failure to appear for the scheduled physical fitness examination will be considered an unqualified declination and the name of the candidate may be eliminated from future consideration. Retests for candidates who have failed the physical fitness examination will be announced and held at the discretion of the Personnel Officer. The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity.

**NOTE:** 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. 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. 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.
3. Cardiovascular Activity - 1.5 Mile Run: the requirement is for the attainment of a score calculated in minutes and seconds.

**NOTE:** Copies of the physical fitness and medical standards are available upon request from the Warren County Department of Civil Services.

**NOTE: Calculators are PROHIBITED for this examination. No books or reference material will be allowed into the examination site.**

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST YOUR EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**WAIVER OF FEE:** If you are eligible for Public Assistance and can verify the type of assistance you receive, the application fee may be waived. If you are unemployed and primarily responsible for the support of a household, you may also request a waiver.

**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**NOTE:** 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.

**NOTE:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veteran's credits may be obtained at the Warren County Department of Civil Service.

#### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks and drug testing will be required.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

**NOTE:** If you have applied for any other examination held on the same day, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local examinations, you must make arrangements to take all your examinations at the State examination center by contacting this agency at 518-761-6440 or [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) no later than two weeks before the test date.

**ISSUED:** September 9, 2016