



RENSSELAER COUNTY
CIVIL SERVICE COMMISSION
Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION

EXAM NUMBER: 63-410
EXAM TITLE: POLICE OFFICER/DEPUTY SHERIFF

EXAM DATE: DECEMBER 2, 2017
LAST FILING DATE: NOVEMBER 1, 2017

NON-REFUNDABLE \$30.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY. CREDIT CARDS ACCEPTED WITH APPLICATIONS SUBMITTED ONLINE ONLY.

----- READ THIS ANNOUNCEMENT IN ITS ENTIRETY -----

YOU MUST SUBMIT PROOF OF BIRTH, i.e. DRIVER'S LICENSE, BIRTH CERTIFICATE WITH YOUR APPLICATION. Due to the number of applicants this office will not provide photo copying of these items.

POLICE OFFICER/DEPUTY SHERIFF, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur in the Rensselaer County Sheriff's Department and Towns and Villages in Rensselaer County.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Rensselaer, Washington, Saratoga, Albany or Columbia County for at least four (4) months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who have been legal residents of the appointing jurisdiction for at least four (4) months immediately preceding the date of examination. Appointments made to the Rensselaer County Sheriff's Department are required to reside in Rensselaer County and must maintain residency in Rensselaer County throughout employment.

SALARY: \$41,592. (Salary varies according to contract and jurisdiction)

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

AGE: Candidates must be at least 19 years of age on or before the date of examination to be admitted to the written test. 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 (6) 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 Commission's alternate test date policy) are advised to contact the Rensselaer County Civil Service Commission, **in writing only**, regarding this request **before the date of examination**.

*Conviction of a felony will bar you from appointment to the position of Police Officer/Deputy Sheriff in Rensselaer County. Conviction of other offenses may bar appointment.

*Candidates must meet the physical fitness and medical standards as prescribed by the Municipal Police Training Council.

*Candidates will be required to pass the following qualifying exams prior to appointment:

- Physical agility fitness test;
- Medical examination;
- Psychological evaluation.

In addition, candidates will be subject to a thorough background check, which may include a polygraph test. Failure on any of the qualifying exams will result in removal from consideration for appointment. Candidates may be charged an additional fee for the processing of background investigations.

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FOR
NO. 63-410 POLICE OFFICER/DEPUTY SHERIFF**

CITIZENSHIP: United States citizenship is required at time of appointment.

DRIVER'S LICENSE: Candidates must possess a valid New York State Operator's license at time of appointment and must maintain licensure throughout term of employment.

SUBJECT OF EXAMINATION: 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.

QUALIFYING PHYSICAL FITNESS TEST: will be administered at a later date to candidates who have passed the written test. The physical fitness test includes the following three (3) elements:

1. Sit-up;
2. Push-up;
3. 1.5 Mile Run

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 the age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of this qualifying test **WILL** remove your name from further consideration for appointment as a Police Officer/Deputy Sheriff in Rensselaer County.

Copies of the physical fitness and medical standards are available upon request in the Civil Service Office.

THERE WILL BE NO RE-TEST OF ANY PORTION OF THIS EXAMINATION.

CALCULATORS ARE PROHIBITED FOR THIS EXAM.

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This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other Civil Service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. Be sure to complete a Cross-Filer Form and call or write each civil service agency to make these arrangements. The request for these arrangements must be made **no later than two weeks before the date of examination.** Late requests may not be accommodated.

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7th Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. Accepted candidates will be notified when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.

Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

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 veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
5. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
6. 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 dealing with the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
7. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
8. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
9. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission** and write the examination number(s) on your check or money order. **NO CASH ACCEPTED.** Applications submitted online must pay by credit card. 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.
10. **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.** If you can verify eligibility for application fee waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit the required documents with your application by the close of business on the application deadline as listed on the Examination announcement. You may obtain an Examination Fee Waiver Request and Certification Form online at www.rensco.com or from the Rensselaer County Civil Service Office. An application for examination and/or a Request for Application Fee Waiver and Certification **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
11. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.