



HAMILTON COUNTY PERSONNEL DEPARTMENT
102 COUNTY VIEW DRIVE, PO BOX 174
LAKE PLEASANT, NEW YORK 12108
PHONE: (518) 548-6375 * FAX: (518) 548-3108

**announces a Civil Service examination
for the following:**

**No. 68886 Open-Competitive
* * * POLICE OFFICER * * *
Town of Inlet Police Department**

LAST FILING DATE:
OCTOBER 28, 2016

EXAMINATION DATE:
NOVEMBER 19, 2016

APPLICATIONS: Applications are available at the Hamilton County Personnel Department or on the Hamilton County website: www.hamiltoncounty.com. Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must refile a separate Application for Examination during the official period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS: When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 4:30 p.m. that following Monday to submit their appeal.

LOCATION OF POSITIONS/VACANCY: The location of the position is within the Town of Inlet Police Department.

THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THIS EXAM WILL BE USED TO FILL POLICE OFFICER VACANCIES IN THE TOWN OF INLET POLICE DEPARTMENT.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancies occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

SPECIAL ARRANGEMENTS: May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: 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.

PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE

If you have applied for both State and local government examinations, you must notify Hamilton County 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 examination.

If you have applied to take a written test announced by either one or several local jurisdictions (county, town) 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 site. All examinations for positions in State government will be held at a State examination center. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

2016 Salary: \$38,000 - \$45,000

RESIDENCY: Candidates must, at the time of examination and at least one (1) month prior thereto, be a resident of Hamilton, Essex, Franklin, Fulton, Herkimer, Saratoga, St. Lawrence, Warren or Washington County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the written test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

- Performs road patrol of an assigned area of the municipality using a police patrol car;
- Checks doors and windows of unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
- Escorts prisoners to jail and to court, and has them booked on charges;
- Watch for and make investigations of wanted and missing persons and stolen cars and property;
- Executes arrest warrants and search warrants, and serves subpoenas;
- Collects and catalogs evidence from crime scenes in accordance with established procedures;
- Interviews and takes statements from crime victims, witnesses and suspects;
- Prepares cases for court and testifies in court as needed;
- Performs criminal background checks using a networked computer system;
- Directs traffic and marks cars for overtime parking;
- Maintains order in crowds and attends parades and other public gatherings;
- Answers questions for and directs the public;
- Operates radar equipment, computer equipment, cellular phones and police radio equipment in the performance of official duties;
- Observes and reports serious defects in streets and other conditions requiring the attention of other departments;
- Make criminal investigations when assigned;
- Make daily reports of activities;
- May be assigned to public relations, crime prevention education or community outreach activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: (Either) Candidates must meet the following requirements on or before the last filing date: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Age – Candidates must be at least 19 years of age on or before November 19, 2016 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 years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting 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 Hamilton County’s Alternate Test Date Policy), are advised to contact Hamilton County Personnel Department to discuss their request.

APPLICANTS MUST INDICATE THEIR DATE OF BIRTH ON THE APPLICATION FOR EXAMINATION.

Citizenship – United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver’s License – Candidates must possess a valid New York State Operator’s license at time of appointment.

Special Requirement – In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time 24-31 hrs./wk....3/4 time 32+ hrs./wk....full-time

CONVICTION OF A FELONY WILL BAR APPOINTMENT, AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.

BACKGROUND INFORMATION: Each potential appointee will be subject to a thorough investigation to help determine character and fitness, and to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, mental health and criminal history records. Such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other requirements, which may include, but not limited to, drug testing, polygraph and psychological testing, may be considered for employment. Applicants may be required to pay the fingerprinting fee. Section 652 of County Law empowers the Division of Criminal Justice Services to charge a fee when it conducts a search of criminal history records in connection with an application for employment. If appointed, eligibles may be required to pay this fee.

SUBJECTS OF EXAMINATION: The written, multiple-choice test will be 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 your 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 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 a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATOR POLICY: The use of a calculator is **PROHIBITED** for this exam.

Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

AT THE EXAM THE USE OF CELLUAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.

QUALIFYING PHYSICAL FITNESS TEST: The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

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, pectoralis 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 (40th) percentile of physical fitness as established by the Cooper Institute. <http://www.criminaljustice.ny.gov/ops/docs/registry/policeaptsmed.pdf>, will take you to the NYSDCJS web site. There you can download the pdf version of the MPTC regulations. Copies of the physical fitness and medical standards are available upon request from the Hamilton County Personnel Department.

If a candidate fails to meet any one element of the physical fitness screening test, their name will be restricted from further certification for appointment from that eligible list. Candidates would then have to wait to re-apply for the next announced Police Officer examination.

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. The NYS Department of Civil Service is making a copy of this test guide, Police Officer, Entry-Level, and other related information available on its web site at <https://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this test guide can also be obtained in the Hamilton County Personnel Department, 102 County View Drive, Court House, Lake Pleasant, NY 12108 (518) 548-6375 for more information on how to obtain a copy of this guide.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings 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 appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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 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. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

RATING AND REVIEW: This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

NOTICE TO APPEAR: Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

EMERGENCIES:

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

Weather Emergencies: In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 10/13/16