PROMOTIONAL EXAMINATION

POLICE SERGEANT
EXAMINATION NO. 74265

Steuben County

April 22, 2020

LAST FILING DATE

June 13, 2020

EXAMINATION DATE

A NON-REFUNDABLE $25.00 APPLICATION FEE APPLIES FOR THIS TEST. See page 2 for details. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: Varies according to location of appointment. As an example, the current starting salary for this title in the City of Corning is $72,190 - $74,590 annually, depending on experience.

VACANCIES: The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE CLEARLY DEMONSTRATED ON YOUR APPLICATION. As of the date of the examination, candidates must have served and be still currently serving on a continuous, permanent or contingent-permanent Competitive Class basis for at least two full-time or equivalent part-time years as a Police Officer in one of the Cities, Towns, or Villages in Steuben County.

NOTE: Candidates are only eligible for promotion in the jurisdiction in which they are currently employed.

DISTINGUISHING FEATURES OF THE CLASS: The work involves taking the immediate charge of the activities of police officers on an assigned shift. Employees in this class are responsible for the police work of subordinates and/or for specialized duties that (s)he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. Law enforcement methods and practices
   These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

2. New York State Laws - Police
   These questions test for knowledge of the laws in effect on January 1, 2020 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

3. Supervision
   These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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4. **Understanding and interpreting written material**
   These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

5. **Preparing written material in a police setting**
   These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

   The use of calculators is **PROHIBITED** for this examination, as is the use of books or other reference materials.

A Guide for the Written Test for Police Supervisors/Investigators is available at the New York State website: [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) or from the Steuben County Civil Service Office.

**SENIORITY POINTS:** Rating of seniority is based on service starting with the time of original entry in the permanent classified service of the government unit in which promotion is sought. Points will be added to an eligible score as follows:

- Less than 1 year ________________ 0 points
- 1 year up to 6 years _______ 1 point
- Over 6 years up to 11 years _______ 2 points
- Over 11 years up to 16 years _______ 3 points
- Over 16 years up to 21 years _______ 4 points
- Over 21 years up to 26 years _______ 5 points

**$25 APPLICATION FEE: NO CASH ACCEPTED.**

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **twenty-five dollars ($25)** per applicant for EACH examination applied for. Fee must be submitted with the application form, by check (personal or certified) or money order, payable to "Steuben County Finance." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

**NO REFUNDS:** No refund will be made to applicants who are **disapproved** or who **fail to appear** to the examination. Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates.

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**. Assistance is available from our office in person or by telephone at 607-664-2345.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 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.

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GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.

2. Applications postmarked after midnight of the “Last Filing Date” will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the “Last Filing Date.”

3. Falsification of any part of the “Application for Employment” will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.

4. Applicants must answer every question on the application form and provide an original signature. You may include a resume in addition to completing the application form; however, you may NOT substitute “See Resume” for completing any portion of the application form. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

5. Be sure to keep a copy of your application materials. The Department of Personnel and Civil Service does not provide copies of records you submit.

6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; 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 an application fee waiver, complete Application Item #13.

7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.

8. This department does not make formal acknowledgment of the receipt of an application.

9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.

10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application Item #12.

11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application Item #12.

12. VETERANS CREDITS: Active service members, veterans, or disabled veterans desiring to claim additional credit may submit an “Application for Veteran’s Credit” accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.

13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.

14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.

15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.

16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test. See Application Item #12.

17. This 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

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18. Special Requirement 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 Department is required.

19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

20. The use of calculators is PROHIBITED for this examination, as is the use of books or other reference materials.

[Signature]
Nathan A. Alderman, Personnel Officer