

WAYNE COUNTY

CIVIL SERVICE –HUMAN RESOURCE

26 Church Street * Lyons, New York 14489

Phone: (315)946-7483 Fax: (315)946-7488 Web Site: co.wayne.ny.us

Deputy Sheriff/Police Officer

Examination Number	# 65-180 O.C.
Examination Date:	May 8, 2010
Last Filing Date:	April 1, 2010
Application Fee:	\$ 20.00 (Non-refundable)

The eligible list established as a result of this examination will be used to fill full-time/part-time vacancies in the Wayne County Sheriff's Department, Towns and Villages under the jurisdiction of the Wayne County Civil Service. Vacancies are expected to occur from time to time.

Use of calculators is PROHIBITED

RESIDENCE REQUIREMENTS:

Police Officer: Candidates must be legal residents of Wayne County or one of the contiguous counties of Wayne for at least one month immediately preceding the date of the examination. Preference in certification for appointment **may** be given to successful candidates who are residents of the municipality in which appointment is to be made.

Deputy Sheriff: Candidates must have been legal residents of Wayne County for one month preceding the date of the examination. Candidates must be residents of the County at time of appointment.

Duties: Responsible for the enforcement of laws, ordinances and protection of lives and property. Duties consist primarily of routine foot or car patrol tasks, assisting in criminal investigations and the apprehension of criminals.

"The Entry-Level Deputy Sheriff/Police Officer Examination Series held on November 14, 2009, is being held again on May 10, 2010. **A candidate is permitted to take examinations in the Entry-Level Deputy Sheriff/Police Officer Examination Series on ONE of these dates, but not both.** Any qualified candidate who took an examination held on November 14, 2009 will be able to use the results achieved on that date to determine his/her placement on the eligible list resulting from this May 8, 2010 examination. Any candidate who FAILED a local Constable, Police Officer or Deputy Sheriff Examination held on November 14, 2009 SHOULD NOT APPEAR for this May 8, 2010 examination.

All candidates who took the Deputy Sheriff/Police Officer on November 14, 2009 must attach the following information to their application: (1) the name of the civil service agency which conducted the November 14, 2009 examination (2) the examination title(s) and the examination numbers.

Minimum Qualifications: Education: By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed forces certifying successful completion of the tests of general education development, high school level.

Note: 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 how to obtain an equivalency diploma, write the New York State Education Department, Albany, NY 12234.

Special Requirements: Age: Candidates must be at least 19 years of age on or before 05/8/10 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 the agency's alternate test date policy) are advised to contact Wayne County Civil Service to discuss their request.

YOU MUST INCLUDE A COPY OF YOUR DRIVERS LICENSE WITH YOUR APPLICATION FOR VERIFICATION OF YOUR BIRTH DATE AND YOUR CURRENT ADDRESS. IF YOUR ADDRESS CHANGES IT IS YOUR RESPONSIBILITY TO NOTIFY OUR OFFICE IN WRITING AND SHOW PROOF OF NEW ADDRESS.

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.

NOTE: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order 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.

Subjects of examination: A 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.

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: The four elements measured in the qualifying fitness test are muscular endurance, flexibility, 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, 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 (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment.

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

Physical Fitness testing is scheduled on an as needed basis. If you are scheduled to appear you must contact the Human Resource Office in writing if you are **not** able to appear. Failure to notify our office may result in the removal of you name from the Eligible list.

RETEST POLICY FOR PHYSICAL FITNESS TEST: If a candidate fails any part of the physical fitness test, he/she will have the opportunity for retest. There will be a thirty-day* waiting period for the first retest and a thirty-day* waiting period for the second and final retest. (*At least 30 days or when next scheduled). A candidate can be tested a total of three times on the physical fitness test. If a candidate does not qualify he/she will have to re-apply for the written test. Their name will not be certified from the eligible list.

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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

"A Guide to Taking the Examination for Entry-Level Police Officer Series" will be available on the Wayne County Web site at: <http://www.co.wayne.ny.us> or at the New York State Department of Civil Service Web site: <http://www.cs.state.ny.us/msd/map.html> within 60 days prior to the date of the written test. If you do not have access to the web, you may send a self address stamped envelope to the Wayne County Civil Service Office at 26 Church Street Lyons, NY 14489.

Issued 2/4/10

AN EQUAL OPPORTUNITY EMPLOYER
PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION.

IMPORTANT INFORMATION

- **APPLICATION:** Applications are available from the Wayne County Civil Service Human Resource Department, 26 Church Street, Lyons, NY 14489, Monday-Friday 9:00 a.m. - 5:00 p.m. [WEB SITE IS NOW AVAILABLE co.wayne.ny.us](http://co.wayne.ny.us) you may download application and review current positions/exam announcements. The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.
- **APPLICATION FILING FEE:** A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**
- **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site co.wayne.ny.us
- **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT:** 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.
- **FINGERPRINTING:** Background checks may be required to determine suitability for employment for all positions.
- **ADMISSION LETTER:** Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.
- **CROSS FILERS AND MULTIPLE COUNTY EXAMS:** If you have applied for both STATE and LOCAL government examinations you must make arrangements to take all your examinations at the STATE examination center by calling 518-457-7022. If you have applied for other local government examinations, write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of examination. You must notify all local government agencies with whom you have filed and application of the test site at which you wish to take your examination.
- **RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER:** If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. 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 box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).
- **VETERANS' PREFERENCE:** Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214.** In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.
- **ELIGIBLE LISTS:** The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.
- **USE OF CALCULATORS:** Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.
- **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 and 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.
- **PREPARATION & RATING OF EXAM:** This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

