

CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR **POLICE OFFICER and DEPUTY SHERIFF**

Clinton County is an ADA, EOE Employer

For further information on announced exams:

Visit our website: www.clintoncountygov.com

Contact: Clinton Co. Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901 (Telephone 565-4676)

Examination No.:	#63-926	Vacancy:	Anticipated Vacancies
Issued:	09/13/17	Salary Range:	Dependent upon location
Closing Date for Filing:	10/13/17	Filing Fee:	\$12.50(Cash, Check, Credit Card, Money Orders)
Examination Date:	12/02/17	Calculators:	PROHIBITED

THE CLINTON COUNTY DEPARTMENT OF PERSONNEL MUST RECEIVE APPLICATIONS AND A \$12.50 FILING FEE (CASH, CHECK, CREDIT CARD OR MONEY ORDER MADE PAYABLE TO THE CLINTON COUNTY TREASURER) BY **FRIDAY OCTOBER 13, 2017 AT 5 O’CLOCK P.M.** APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE ACCEPTED.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies in both Police Officer and Deputy Sheriff titles that may occur in the Clinton County Sheriff’s Dept., Clinton County towns or villages and the City of Plattsburgh.

CITIZENSHIP: You must be a citizen of the United States.

RESIDENCY REQUIREMENTS FOR POLICE OFFICERS: Applicants must be residents of Clinton, Essex or Franklin Counties for at least one (1) month immediately preceding the date of the written examination. Preference in appointment may be given to legal residents of Clinton County. Appointing authorities may give further preference to legal residents of their jurisdiction.

RESIDENCY REQUIREMENTS FOR DEPUTY SHERIFFS: Applicants must be a resident of Clinton County for at least one (1) month immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of examination.

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possess an appropriate level New York State drivers' license at time of appointment; and
2. In order to be eligible for appointment, a candidate must meet all current requirements of Section 58 of New York State Civil Service Law that are: an age requirement, a high school graduate or holder of a high school equivalency; height, weight and physical fitness requirements; and be of good moral character.

AGE REQUIREMENT: Candidates must be at least 19 years of age on or before December 02, 2017, to be admitted to the written test. Eligibility for appointment as a police officer or deputy sheriff begins when the candidate reaches 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 agency's alternate test date policy) are advised to contact the Clinton County Department of Personnel to discuss their request.

NOTE: Attach to your application a copy of your high school diploma or equivalency, college transcripts and/or diploma, and any certificates applicable based on the minimum qualification listed above.

NOTE: Proof of age must be attached to your application (copy of a birth certificate, license, etc.).

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

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical exam. Applicant may be required to submit the necessary fees for the fingerprint processing.

DISTINGUISHING FEATURES OF THE CLASS FOR POLICE OFFICER: Duties consist primarily of conducting routine patrol operations, assisting in investigation of criminal offenses, and the apprehension of violators in accordance with standard departmental operating procedures. A Police Officer is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period. Ordinarily, a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer with considerable leeway given for the exercise of independent judgment in emergencies. The incumbent does related work as required.

DISTINGUISHING FEATURES OF THE CLASS FOR DEPUTY SHERIFF: The work consists of the general duties of a police officer and involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift, incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental procedures. The incumbent may be assigned to perform in specialized areas of community service, coordinating the activities of such programs and participating in public awareness and safety education. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as required.

SUBJECTS OF EXAMINATION: There will be a written test, which 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. The Clinton County Department of Personnel reserves the right to call to the physical fitness test(s) only a sufficient number of candidates needed to fill anticipated vacancies; additionally candidates may be called during the life of the list. Candidates who pass the qualifying fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

WRITTEN TEST: 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, 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.

TEST STATEMENT: 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.

QUALIFYING PHYSICAL FITNESS TEST: The elements measured in the qualifying physical fitness test are listed below:

Sit-Up: Muscular Endurance (core body) - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-Up: Muscular Endurance (upper body) - This test measures muscular endurance of the upper body. The requirement is for a number of full-body repetitions that a candidate must complete without breaks.

1.5 Mile Run: 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. The minimum passing scores, represent the fortieth (40th) percentile of fitness. If a candidate does not successfully score to the 40th percentile of fitness for each of the elements of the test battery, the candidate's name will be removed from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from the Clinton County Department of Personnel.

PHYSICAL FITNESS RETEST POLICY: A candidate who passes the written examination, but does not participate in the physical fitness performance test on the scheduled date, or does not pass the physical fitness performance test, may be allowed to retake the physical fitness performance test one time. Candidates may choose to retake the physical fitness test for the current vacancy or wait and retake the physical fitness test for a future vacancy.

Candidates must notify us in writing prior to the physical fitness test date if they are aware they will be unable to participate in the performance test on the scheduled date. Candidates who are not successful or do not participate on the scheduled date, must notify this office no later than 5 o'clock the next business day to schedule the make-up physical fitness test or to schedule their second physical fitness test.

Candidates who do not want to retest for the current vacancy must notify us in writing. Candidates will remain on the eligible list and will be considered for future vacancies. Candidates who do not successfully complete the physical fitness performance test or retest will be removed from the eligible list since the physical fitness test is part of the examination.

APPLICATION FEE: A filing fee of \$12.50 is required for each separate examination for which you apply. The required fee must accompany your application. This fee is non-refundable, and can be paid by: cash, credit cards, check or money order payable to the Clinton County Treasurer Office. Since no refunds will be made, you are urged to compare your qualifications carefully with the minimum qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. The application fee will not be refunded upon failure to qualify for the exam. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded.

Individuals receiving public assistance (Medicaid, Home Relief or Aide to Dependent Children) from a State or local Social Services Agency or Supplemental Social Security (SSI) payments can request waiver of the application fee. Attach written verification of eligibility from the agency from which you receive assistance to your application(s). This verification must include the name of the agency from which you are receiving public assistance or SSI, the type of assistance being received and the case number you have been assigned. The verification must also include effective dates of assistance or SSI payments and be signed and dated by the proper authority.

If requesting a fee waiver as unemployed and primarily responsible for the support of a household, you must submit a signed written statement indicating that you are the primary support of a household which includes the name and address of the last place of employment; date employment ended; names, relationship and income of others within the household; and whether or not unemployment insurance is being received. An updated verification must be submitted with each application. Such waiver is subject to verification and if not supported by appropriate documentation, are grounds for requiring submission of the \$12.50 application fee.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score. A processing fee may be charged if your check is not cleared by the bank.

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.

If you have applied to take a written test announced by New York State scheduled to be held on the same test date as this written test, you must notify us no later than two weeks before the test date. All examinations for positions in State government will be held at a State examination center.

Be sure to check "Yes" in the Conflicting Exams Section on the first page of your application and include in the Remarks Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or New York State.

If you are taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site.

You must call our office at 565-4676 no later than two weeks prior to the examination date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.

