



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
 www.co.ontario.ny.us ~ ~ (585) 396-4465

**POLICE OFFICER**  
 CIVIL SERVICE EXAM  
 (Open to the public)

<b><u>Exam Date</u></b>	<b><u>Exam Number</u></b>	<b><u>Application Fee*</u></b>	<b><u>Application Deadline</u></b>
<b>December 2, 2017</b>	<b>63-706</b>	<b>\$20.00</b> (Do not send cash)	<b>October 25, 2017</b>

\* Application Fee is non-refundable and must be by check or money order only. Do not send cash. It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

**Pay Rate:** City of Canandaigua 2017 salary range: \$51,785.00 - \$55,749.00  
 City of Geneva 2017 salary range: \$42,656.00 - \$66,373.00.

**Vacancy:** The Eligible List resulting from this examination will be used to fill all future vacancies in Ontario County's Cities.

**Residency Requirements:** Candidates must have been legal residents of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

**Minimum Qualifications:** High School graduation; or possession of a high school equivalency diploma issued by an Education Department of any of the United States; or possession of a comparable diploma issued by any Commonwealth, Territory or Possession of the United States or by the Canal Zone.

**Special Requirements for Appointment:**

1. United States citizenship;
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position;
3. Satisfaction of the medical and physical fitness requirements for Police Officers, established by the Municipal Police Training Council;
4. Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. (Continued on page 2)

Section 58.1(a) requires that applicants not be “...more than thirty-five (35) years of age as of the date when the applicant takes the written examination...” 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 purposes of determining whether they meet the age requirement.

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 Ontario County Human Resources at 585-396-4465 to discuss their request.

**Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days’ qualifications must be submitted prior to the establishment of the eligible list.

**Job Description:** These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Police Officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and physical abilities necessary to satisfactorily carry out their assignments. Ordinarily a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies; does related work as required.

**Qualifying Physical Agility Test:** Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Candidates who fail the fitness test will be given one retest opportunity. A description of the physical fitness test and requirements are attached. Complete testing policy is available in the Department of Human Resources upon request.

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 physical fitness score is adjusted for age. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

Candidates who are given a conditional offer of employment will be scheduled for and required to pass a medical examination from an occupational medical professional selected by Ontario County. Drug testing is included in the required medical examination. The medical standards are reviewable at Ontario County Department of Human Resources. Satisfactory completion of a psychological examination, performed by a qualified mental health professional, is also required prior to appointment.

**Background Investigation and Additional Requirements:** 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 and participate in a polygraph examination. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offenses is subject to evaluation and may bar employment. 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 will be responsible for the necessary fees for the fingerprint processing.

**Training Requirements:** Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of the General Municipal Law within one year of appointment in order to attain permanent status in the position. Field training assignment is required during probationary period.

**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.

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](http://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.

USE OF CALCULATORS IS **PROHIBITED** FOR THIS EXAM

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:  
CHANNEL 10 NEWS, NEWS10NBC.COM, and 1550 AM RADIO STATION.**

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at [www.co.ontario.ny.us/HumanResources/](http://www.co.ontario.ny.us/HumanResources/). Completed applications, which must be delivered personally or bear a postmark not later than **OCTOBER 25, 2017**, must be filed at the same address.

It is the candidates' responsibility to notify Ontario County Department of Human Resources, in writing, of **address / telephone number changes**. All communication with candidates is done through the U.S. Mail. To be considered for preference in certification based on residency, be sure to include the city and/or town/village and school district you live in.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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 Accommodation**”. We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled Persons:** If special arrangements for testing are required, indicate this on your application form.

**Crossfiler: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date:** If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled 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 of the test site at which you wish to take your examination, 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. You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination, write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

The required **NON-REFUNDABLE application processing fee** must accompany your application. This means that your fee will not be returned to you in any case, even if your application is disapproved. (If you file for multiple examinations, each application must be accompanied by a separate check/money order.) Check/money order must be made payable to the Ontario County Department of Human Resources and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

**Special requirement for appointment in school districts or Wayne-Finger Lakes 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.

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 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov/sites/default/files/public-service-loan-forgiveness.pdf>

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources  Police Officer Exam No. 63-706 Issued: September 27, 2017
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**COUNTY POLICE OFFICER / POLICE OFFICER PHYSICAL FITNESS TEST**

As mentioned on the exam announcement for County Police Officer and Police Officer, you must pass all three components of the required physical fitness test in order to qualify for appointment. In preparation for the physical fitness test, please be aware of the following:

- Physical fitness admission notices are mailed to candidates; therefore, make sure to notify the Department of Human Resources of address changes.
- You will be notified of the physical fitness test approximately two weeks before the test date.
- If you cannot take the fitness test on the announced test date due to a conflict, contact this Office prior to the test date so that your status on the Eligible List remains active.
- If you do not appear for or fail the physical fitness test, your name will be removed from the eligible list.
- Candidates who fail the physical fitness test will be given one retest opportunity.
- You will need a current doctor's release note in order to participate in the physical fitness test.
- It is strongly encouraged that you practice for this test beforehand.
- Only the candidates who pass the written exam will be contacted to participate in the physical fitness test. Candidates will be contacted based on their ranking on the current eligible list.

**REQUIREMENTS FOR THE QUALIFYING PHYSICAL FITNESS TEST**

- Sit-up Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.
- Push-up Muscular endurance (upper body) - The score below is the number of full body repetitions that a candidate must complete without breaks.
- 1.5 Mile Run Cardiovascular capacity - **The (time) score indicated below is calculated in minutes:seconds.**

	Age : Gender		Test	
	Age	Sit Up	Push Up	1.5 Mile Run
<b>Males</b>	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46
<b>Females</b>	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	N/A	18:18
	60+	6	N/A	20:16

If you have any questions regarding the Civil Service exam process, contact the Ontario County Department of Human Resources at (585) 396-4465 or at [hr@co.ontario.ny.us](mailto:hr@co.ontario.ny.us).