TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





PROMOTIONAL

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Sergeant Deputy Sheriff - Promotional

EXAM NO: 77822

SALARY: $34.84 per hour - 2017 Hire Rate

EXAM DATE: 06/10/17

ISSUE DATE: 04/13/17

THE FINAL DATE TO FILE APPLICATIONS: 04/28/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/11/17

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There currently are no vacancies in the title of Sergeant Deputy Sheriff in the Tompkins County Sheriff's office.

The eligible list resulting from this departmental promotion examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur in the title of Sergeant Deputy Sheriff during the life of the eligible list.

A Sergeant Deputy Sheriff must reside within Tompkins County or one of the contiguous counties at the time of his/her appointment and must maintain residency throughout the duration of employment in the title with the Tompkins County Sheriff's office.

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

On or before the final filing date candidates must be permanently employed in the competitive class as a Deputy Sheriff in the Tompkins County Sheriff's office and must have served on a permanent or contingent permanent basis as a Deputy Sheriff or Police Officer, in the competitive class for at least 36 months, 18 months of this experience must have been as permanent or contingent permanent Deputy Sheriff with the Tompkins County Sheriff's office immediately preceding the final filing date.

NOTE 1: Employees who transferred into the Tompkins County Sheriff's office will be given credit for prior permanent competitive class service obtained in another jurisdiction, as long as the service was in a title determined comparable for the purpose of a lateral transfer into the title of Deputy Sheriff and they have passed the probation period for Deputy Sheriff. In total, you must possess at least three years of permanent competitive class status in your current and previous title.

SPECIAL REQUIREMENTS:

Candidates must possess a valid Class D, New York State Drivers License at the time of application and maintain such license throughout the duration of employment.

As a first-line supervisor, the incumbent must complete supervisory training and be certified by the Executive Director of the Municipal Police Training Council in accordance with Section 209-q, subsection 1 (c) 1-a before the incumbent's appointment can become permanent.

NOTE 2: This position is considered to be a public officer with police officer powers. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (natural born or naturalized) and a resident of Tompkins County or one of the six contiguous counties at the time of appointment, and maintain such residency for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory uniformed law enforcement position primarily responsible for supervising and participating in the enforcement of New York State Laws on an assigned shift; such as routine patrolling of roads, investigation of crimes, responding to a variety of citizen complaints, serving civil papers and performing special assignments such as navigation patrol and Special Traffic Options Program. Sergeant Deputy Sheriffs are also responsible for routinely performing the duties of Deputy Sheriff. The work is performed under the general supervision of the Sheriff and Undersheriff and involves the supervision of Deputy Sheriffs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assigns Deputy Sheriffs to geographical road patrol or to other special assignments;
- Advises Deputy Sheriffs on proper action to take in unusual situations;
- Responds to scenes of all serious personal injury or fatal motor vehicle accidents;
- Responds to jail breaks, and other serious incidents in the jail as requested;
- Reviews and approves requests for time off from Deputy Sheriffs;
- Patrol roads, enforces Vehicular and Traffic Law and investigates motor vehicle accidents;
- Serves civil summonses and subpoenas;
- Periodically checks businesses and unoccupied residences to watch for criminal and/or suspicious occurrences;
- Responds to citizen complaints involving a wide variety of crimes, suspected crimes and other public safety incidents;
- Executes arrest warrants and makes arrests without warrants;
- Transports and guards prisoners from the County jail to hospitals, doctors' offices, court appearances or state facilities;
- Testifies in criminal and civil court cases;
- Reviews paperwork completed by Deputy Sheriffs at end of each shift;
- Performs duties of Deputy Sheriff as required;
- May operate breathalyzer, if certified;
- May operate Sheriff's Department boat as required;
- Prepares a variety of reports, legal forms and other documents required for the investigation of crimes and the arrest and prosecution of perpetrators.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of police work;
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and local laws and ordinances;
- Good knowledge of the geography of Tompkins County;
- Working knowledge of first aid methods;
- Skill in the use of firearms;
- Skill in operating a motor vehicle in all weather conditions;
- Ability to instruct subordinates in police work;
- Ability to plan and direct the work of subordinates;

- Ability to understand and carry out oral and written instructions;
- Ability to be firm, yet courteous in dealing with the public;
- Ability to deal with emotional and disturbed individuals in a safe and effective manner;
- Ability to function well and take command in emergency situations;
- Ability to prepare accurate reports;
- Willingness to work on all three shifts and in all types of weather;
- Leadership, good judgment, good powers of observation, good memory, initiative and resourcefulness, emotional maturity, tact, excellent moral character, physical strength and agility are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Complete Scope of the examination and Expanded subtest descriptions:

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.

New York State Laws:

These questions test for knowledge of the laws in effect on January 1, 2015 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.

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.

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.

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. .

P. E. R. C. Statement:

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Supervisors/Investigators 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.

SENIORITY:

One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year. . . . . 0 points

1 year up to 6 years. . . . . 1 point

6 years up to 11 years. . . . . 2 points

11 years up to 16 years . . . . . 3 points

etc. . .

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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 duties 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 firefighter or police officer killed in the line of duties 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.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850