

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## OPEN TO THE PUBLIC

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:** Police Officer / Deputy Sheriff

**EXAM NO:** 64665

**SALARY:** Tompkins County Deputy Sheriff approximately \$54,000 with wage growth to approximately \$65,000 after 1 year (2016 Rate). Police Officer: Depends upon location

**EXAM DATE:** 09/14/19

**ISSUE DATE:** 06/10/19

**THE FINAL DATE TO FILE APPLICATIONS:** 07/10/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/15/19

**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 QUIET HAND-HELD CALCULATOR IS **PROHIBITED** FOR THIS EXAMINATION

### **LOCATION OF POSITIONS/VACANCIES:**

The eligible list resulting from this examination may be used to fill any full-time, part-time or temporary vacancies that may occur in the title of Deputy Sheriff at the Tompkins County Sheriffs Department or Police Officer in any of the various towns and villages within Tompkins County (excluding the City of Ithaca).

### **MINIMUM QUALIFICATIONS:**

Graduation from high school **OR** possession of a high school equivalency (GED).

A copy of your high school transcript or GED should be included with your application. Applicants who do not provide the transcript or GED will be eligible to take the examination but will not be eligible for appointment until a copy is on file.

### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State Operator's License at time of application and maintenance of such a license in good standing throughout the duration of employment.

Candidates must meet the physical fitness and medical standards set by the Municipal Police Training Council.

**Citizenship:**

United States Citizenship is required at time of appointment.

**Age:**

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 or Deputy Sheriff begins when the candidate reaches age 20.

According to Section 58 of the Civil Service Law, 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 purposes of determining whether they meet the age requirement.

**Training Requirements:**

Individuals must satisfactorily complete the Basic Course or Police Officers as prescribed by the Municipal Police Training Council and required by Section 209q of the General Municipal Law within the probationary period in order to attain permanent status in the position.

**POLICE OFFICER DISTINGUISHING FEATURES OF THE CLASS:**

The work consists primarily of routine patrol tasks which involve personal responsibility for the enforcement of all laws and ordinances and the protection of lives and property in an assigned district. The work also involves assisting in the investigation of criminal offenses and the apprehension of criminals. Police Officers work under general supervision except for unusual procedures and special assignments, which are carried out under direct supervision. The incumbent, however, assumes considerable independent responsibility for the exercise of sound judgment in emergencies. The incumbent will perform all related duties as required.

**DEPUTY SHERIFF DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances with the County. On an assigned shift an incumbent assists in the investigation of offenses and in the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Supervision over the work of others is not generally a function of this position. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES (Police Officer):**

Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car;  
Checks doors and windows of unoccupied businesses and residential property;  
Checks prisoners in cell block;  
Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;  
Escorts prisoners to jail and to court and has them booked on charges;  
Enters criminal charges in arrest book; Watches for and makes investigations of wanted and missing persons and stolen cars and property;  
Directs traffic and marks cars for overtime parking;  
Maintains order in crowds and attends parades and other public gatherings;  
Answers questions for and directs the public;  
Reports serious defects in streets and in related matters requiring the attention of the public works department;  
Broadcasts radio messages, takes messages and answers telephone;  
Maintains files and records of police activities;  
Makes criminal investigations when assigned as a detective;  
Dispatches patrol cars when on desk duty;  
Makes daily reports of activities;  
Takes, files and classifies fingerprints and photographs.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (Police Officer):**

Working knowledge of New York State Penal Law, Code of Criminal Procedures, and Vehicle and Traffic Law;  
Good social and general intelligence;  
Ability to be courteous yet firm with the public;  
Ability to understand and carry out complex oral and written directions;

Good knowledge of first aid methods;  
Good judgment;  
Ability to drive an automobile or a motorcycle;  
Some skill in the use of firearms;  
Good powers of observation and memory;  
Excellent moral character;  
Physical strength and agility;  
The employee's physical and mental condition shall be commensurate with the demands of the position.

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**TYPICAL WORK ACTIVITIES (Deputy Sheriff):**

Maintains law and order by patrolling assigned areas to enforce laws, investigate crimes and arrest violators;  
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;  
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents; Notifies proper authority of major accidents or crimes, contacting coroner if necessary and making preliminary investigations;  
Investigates illegal or suspicious activities of persons and quells disturbances;  
Locates and takes persons into custody on arrest warrants;  
Maintains order in crowds, parades, fairs, funerals and other public gatherings;  
Prepares a variety of records and reports associated with law enforcement work;  
Attends court and presents evidence in connection with arrests made or cases investigated;  
May transport or escort prisoners between courtroom, correction facilities and medical facilities;  
May serve court orders and processes, such as summons, subpoenas and income executions;  
May perform marine patrol, operating boats in navigable waters of the County;  
May be assigned corrections or dispatch duties;  
May be assigned to oversee and administer the Body Worn Camera Program.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (Deputy Sheriff):**

Good knowledge of the local geography;  
Working knowledge of modern principles, practices and techniques of police work;  
Working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;  
Working knowledge of the operation of radio equipment;  
Working knowledge of first aid;  
Ability to acquire skill in the use of special equipment including police radar and breathalyzers;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to understand and follow written and oral directions;  
Ability to deal firmly yet courteously with the public;  
Skill in the use of firearms;  
Skill in the operation of a patrol car;  
Good powers of observation;  
Sound judgement;  
Good moral character;  
Regular and reliable attendance on all scheduled shifts and as assigned shall be a requirement of this position.  
The employee's physical and mental condition shall be commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** There will be a written, multiple choice 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 qualifying physical fitness test in order to be invited to the written examination.

**SUBJECTS OF WRITTEN EXAMINATION:**

**1. SITUATIONAL JUDGMENT** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each

response.

**2. LANGUAGE FLUENCY** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

**3. INFORMATION ORDERING AND LANGUAGE SEQUENCING** – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

**4. PROBLEM SENSITIVITY & REASONING** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

**5. SELECTIVE ATTENTION:** These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly

**6. VISUALIZATION** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

**7. SPATIAL ORIENTATION** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>

**This examination will be prepared and rated by the New York State Department of Civil Service 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.**

#### **THE QUALIFYING PHYSICAL FITNESS TEST:**

The three elements measured in the qualifying physical fitness test are muscular, 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, pectoralis 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 ("MPTC") 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 the qualifying test will remove your name from further consideration for appointment.

**NOTE: Failure to appear for a scheduled physical fitness screening test will be considered equivalent to failure.**

**MEDICAL EXAMINATION AND PSYCHOLOGICAL EVALUATION:** Candidates who are given a conditional offer of employment will be scheduled to take the required medical examination and Psychological Evaluation .

**BACKGROUND CHECK:** A FELONY CONVICTION WILL BAR AN APPLICANT FROM PARTICIPATING IN THIS EXAMINATION AND FROM APPOINTMENT FROM THE RESULTING ELIGIBLE LIST. CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR AN APPLICANT FROM PARTICIPATING IN THIS EXAMINATION AND FROM APPOINTMENT FROM THE RESULTING ELIGIBLE LIST. THE APPOINTING AUTHORITIES WILL BE PERFORMING BACKGROUND CHECKS AND ADDITIONAL SCREENINGS PRIOR TO INTERVIEW AND OFFER OF EMPLOYMENT.

#### **THE SELECTION PROCESS:**

**The Physical Fitness Screening test will be conducted on Saturday, July 20, 2019** for applicants who have approved applications on file for the Tompkins County written examination for Police Officer/Deputy Sheriff, #64665. Additional dates may be scheduled without advance notice. Approved candidates will be provided with a Release of Liability form, Release to Participate form, Physical Fitness Screening test form AND notification of the date, time, and where to appear for their scheduled Physical Fitness Screening Test. **Failure to appear for a scheduled Physical Fitness Screening Test will be considered an unqualified declination and the name of such candidate will not be invited to take the written examination. Candidates that successfully pass the physical agility test, will receive their admission letter for the written examination about 10 days before the examination date.**

RELEASE OF LIABILITY FORM. RELEASE TO PARTICIPATE FORM (with physician's release statement) AND PHYSICAL FITNESS SCREENING TEST FORM - must be completed and provided on the day of the scheduled Physical Fitness Screening Test. Failure to provide these forms may jeopardize your participation in the physical fitness portion of the examination. Only those candidates passing both the written portion of the examination and the qualifying Physical Fitness Screening Test can be certified for appointment.

Although a candidate's rank on the eligible list will be solely determined by his or her score on the written examination, failure on any of the qualifying tests will bar a candidate from appointment. Candidates MUST meet the medical and physical fitness requirements of the Municipal Police Training Council prior to appointment.

All Physical Fitness Screening Test results are valid for one ( 1 year, regardless of the length of validity of the eligible list. Therefore, a candidate may be required to participate in the Physical Fitness Screening Test portion of the exam more than once if they have not earned appointment within one ( 1) year from the date of their first Physical Fitness Screening Test.

**RETEST POLICY:** Tompkins County does not offer a retest.

## 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.

**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