



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: August 16, 2017

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of open-competitive

POLICE OFFICER

EXAMINATION #60-633

EXAMINATION DATE: December 2, 2017
LAST FILING DATE: November 2, 2017
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: November 2, 2017

SALARY: \$37,763 - \$69,984

MINIMUM QUALIFICATIONS:

Applicants must be high school graduates or possess an equivalency certificate issued by the New York State Education Department.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS/APPOINTMENTS:

Candidates must be at least 19 years of age and less than 35 years of age at the time of examination. Candidates who reach their 35th birthday on or before the date of the written exam 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 purposes of determining whether they meet the age requirement.

DRIVER'S LICENSE:

Candidates must possess a valid New York State Operator's license at time of appointment.

NOTE: A COPY OF YOUR CURRENT LICENSE MUST BE SUBMITTED WITH YOUR APPLICATION.

CITIZENSHIP:

United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

VACANCY:

At present there are no vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENT:

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

APPLICATION FEE:

The fee of **\$25.00** is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists within the City of Auburn Police Department and is responsible for the protection of life and property within the City's jurisdiction through the enforcement of Vehicle and Traffic Law, New York State Criminal Procedure Law and local ordinances. This work involves responsibility for the enforcement of laws and ordinances and the protection of lives and property in an assigned area during a specific shift. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Direct supervision is received from a higher-ranking officer. Does related work as required.

SUBJECT OF EXAMINATION:

There will be a written test which you must pass in order to be considered for appointment. Only the 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 to be scheduled for the qualifying physical fitness test. Candidates who pass the fitness test and who are given a conditional offer of employment will be scheduled to take the required medical 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 . 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:

Candidates who successfully completed the written exam MAY be invited to participate in the qualifying physical fitness test at some point in the future.

NOTE: THERE WILL BE NO QUALIFYING PHYSICAL FITNESS TEST ON THE DAY OF THE WRITTEN EXAM.

The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

1. Sit up Muscular Endurance – The score indicated below is the number of bent-leg sit-ups performed in one minute.
2. Push-up Muscular endurance (Upper Body) – The score below is the maximum number of full body repetitions that a candidate must complete without break.
3. 1.5 Mile Run Cardiovascular Capacity – The score indicated below is calculated in minutes:seconds.

MALE	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	38	29	12:29
30-39	35	24	12:53
40-49	29	18	13:50
FEMALE	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	32	15	15:05
30-39	25	11	15:56
40-49	20	9	17:11

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 your age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute.

NOTE: FAILURE ON ANY PART OF THE QUALIFYING TEST WILL REMOVE YOUR NAME FROM FURTHER CONSIDERATION FOR APPOINTMENT.

BACKGROUND INVESTIGATION:

Applicants will be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification. Candidates who pass the fitness test and are given a conditional offer of employment will be scheduled to take a required medical, psychological, and polygraph examination.

NOTE: CONVICTION OF A FELONY WILL BAR APPOINTMENT AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.

CALCULATOR:

Use of calculators is **PROHIBITED** for this exam. No beepers or cell phones are allowed in the examination room.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

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. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$0.98 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 211
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved. The Civil Service Commission Office does not make any formal acknowledgement of the receipt of an application or take any responsibility for non-delivery mail or postal delays.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

John C. Hardy
Laurie A. Turo

An equal opportunity employer