



**Department of  
Civil Service**

# Understanding the Appointment Process for Police Officers

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#### LEGAL DISCLAIMER

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## **UNDERSTANDING THE APPOINTMENT PROCESS FOR POLICE OFFICERS**

	<b><u>PAGE NO.</u></b>
I. INTRODUCTION.....	2
II. APPOINTMENT NEEDS.....	3
III. REQUEST FOR EXAMINATION ASSISTANCE.....	4
IV. RECRUITMENT.....	4
V. ANNOUNCEMENTS.....	5
VI. CITIZENSHIP AND RESIDENCY REQUIREMENTS.....	5
VII. AGE REQUIREMENTS.....	7
VIII. MINIMUM QUALIFICATIONS.....	8
IX. APPLICATION REVIEW.....	9
X. DISQUALIFICATION.....	10
XI. WRITTEN TEST ADMINISTRATION.....	11
XII. EXAMINATION RESULTS AND ELIGIBLE LIST ESTABLISHMENT...	12
XIII. PHYSICAL FITNESS STANDARDS.....	13
XIV. CANVASSING.....	17
XV. BACKGROUND INVESTIGATIONS.....	18
XVI. CERTIFICATION.....	19
XVII. INTERVIEWING.....	20
XVIII. APPOINTMENT – CONDITIONAL OFFER OF EMPLOYMENT.....	20
XIX. MEDICAL EXAMINATIONS.....	21
XX. PSYCHOLOGICAL EXAMINATIONS.....	22
XXI. OATH OF OFFICE.....	23
XXII. REGISTRATION OF NEWLY APPOINTED POLICE OFFICERS.....	23
XXIII. TRAINING REQUIREMENTS.....	23
XXIV. PROBATIONARY TERM.....	24
XXV. CONCLUSION.....	26
ACKNOWLEDGEMENTS.....	27
BIBLIOGRAPHY.....	28
APPENDICES.....	29

## **I. Introduction**

The appointment of qualified police officers, who will ensure the public safety in New York State, is one of the greatest responsibilities of both municipal civil service agencies and law enforcement agencies alike.

One of the most complex appointment processes for a municipal civil service agency to administer is the appointment of competitive class police officers. In addition to typically being one of the largest examination holdings an agency faces, it also involves numerous legal requirements for appointment. The municipal civil service agency is responsible to see that appointments are made in accordance with the State Constitution, Civil Service Law, Municipal Civil Service Rules and several other related laws.

This guide was developed to provide an overview of the process. It provides references pertaining to the legal requirements for making appointments to competitive class police officer positions and outlines the requirements, procedures and practices to be followed in making competitive class police officer appointments. It is intended to be a resource for municipal civil service agencies and the law enforcement agencies within their jurisdictions. Having open communication about the requirements will aid agencies in developing practical procedures and an appropriate sequence of events in the administration of the appointment process.

Both the municipal civil service agency and the law enforcement agency may have policies and procedures in place which differ from those described in this guide. These policies and procedures may be equally effective in allowing the civil service agency to efficiently process police officer appointments. This guide serves as a compendium of resources to allow others to benefit from best practices found in agencies throughout the State, and will assist agencies seeking to incorporate additional efficiencies into their current practices.

## **II. Appointment Needs**

Police Chiefs and Sheriffs know the staffing needs of their respective Departments, and are familiar with the duties and responsibilities of the law enforcement positions under their span of control. As such, they must be the primary source of information for recruiting and appointing qualified police officers. Good lines of communication should exist between the civil service agency and law enforcement officials to establish and maintain effective recruitment and appointment procedures. The municipal civil service agency should have a clear understanding of current employment and future staffing needs for each law enforcement agency under its jurisdiction. For example, the timing and holding of the Basic Course for Police Officers can influence when law enforcement officials will be making future appointments. It is critical that law enforcement officials share this information with the municipal civil service agency to effectively anticipate appointment needs.

Municipal civil service agencies must take several steps in order to effectively anticipate the need for appointments and to have viable Police Officer/Deputy Sheriff eligible lists available. Steps civil service agencies must take include:

- identify with law enforcement officials the normal turnover rates, anticipated retirements and staffing needs in all police agencies;
- closely monitor the number of eligible candidates on eligible lists;
- review canvass results of eligible lists to identify difficult-to-fill positions;
- monitor the expiration dates of eligible lists, and order and schedule examinations so as to have viable eligible lists always available;
- maintain close communication with law enforcement officials to be informed of anticipated reductions or expansions in existing programs, or to be aware of the implementation of new programs;
- become aware of the dates for the start of the Basic Course for Police Officers in your area;

- discuss succession planning with law enforcement officials, including compiling agency demographics;
- constantly review method and effectiveness of recruitment efforts to insure diverse representation of candidates and adequate eligibles on lists.

### **III. Request for Examination Assistance**

The New York State Department of Civil Service offers an examination for entry-level police officer positions to municipal civil service agencies to be held annually in December. In order to be included in the exam series, the municipal civil service agency must anticipate the need for and order the examination typically six months before the holding as indicated in the Examination Date and Deadline Schedule. The decision to hold the examination during a particular year depends on several factors including the number of candidates on the existing eligible list and the date when such list expires. Eligible lists have a duration from a minimum of one year to a maximum of four years. Therefore, an examination need not be held every year. However, every effort should be made to ensure the availability of sufficient eligibles so permanent appointments may be made as vacancies occur in these critical positions.

### **IV. Recruitment**

Recruitment for police officers should include more than simply posting an examination announcement in the civil service office and sending it to a list of community agencies. It must involve the law enforcement agencies and should be broad and comprehensive so that all qualified and interested individuals can learn of the job opportunities. This is a joint effort which requires a planned and proactive, rather than a passive, approach to providing information and generating interest among potential applicants. Recruitment plays a central role in achieving equal employment opportunity and having a diverse candidate pool.

The “best practice goal” of recruitment programs for police officers includes strategies that maximize the size and diversity of the pool of available candidates. The practices employed to achieve this goal may include media advertising, public service announcements, community outreach, promotional literature, mailing lists and targeted advertising. Resourcefulness and foresight need to be exercised in planning or structuring the type of recruitment effort.

To take a proactive approach to recruitment, consider the following:

- Maximize the distribution of announcements, by sending them to other locations which may include: Town and Village Offices, New York State Employment Service, all contiguous counties' civil service agencies, post offices, local libraries, schools, colleges, community centers and other police agencies.
- Develop a web site to provide recruitment, and career and examination related information.
- Participate in job fairs or targeted recruitment visits to local schools and colleges, particularly those with criminal justices programs.
- Hold a Department "open house" with an informational session on the appointment process and law enforcement career.
- Develop volunteer internship program to expose youth and students to aspects of a law enforcement career.

## **V. Announcements**

Examination announcements are a primary and legally required tool in recruitment for the appointment of competitive class police officers. Announcements should be designed to attract attention, be clearly written, and easily understood. They should contain all necessary information related to the position, the examination and the application process, so applicants are able to make informed decisions as to whether they are interested in the job. Announcements must include reference to all phases of the examination process. The announcement should also contain the legal requirements for residency, age and other qualifications contained in Civil Service Law, section 58. (See the attached Appendix A for a Sample Police Officer/ Deputy Sheriff Exam Announcement Guide.)

## **VI. Citizenship and Residency Requirements**

As a Public Officer, police officers are subject to the Public Officers Law and must be a citizen of the United States and a resident of New York State. Additionally, the Public Officers Law provides the following residency requirements for Police Officers and Deputy Sheriffs.

- **Police Officers, Public Officers Law, section 3(2)**

Section 3 of the Public Officers Law describes the minimum qualifications necessary for holding public office, including residency within the political subdivision or municipal corporation in which the officer's functions are to be exercised. Public Officers Law, section 3(2) provides that such residence requirements shall not apply to the appointment of a person as a member of a police force if the person resides within certain geographical areas outside of the political subdivision or municipality.

Based on Public Officers Law, section 3(2), the recruitment of candidates for police officer examinations must be open, at a minimum, to residents of the county in which the vacancy exists and to residents of counties contiguous to that county.

- **Deputy Sheriffs, Public Officers Law, section 3(1)**

A deputy sheriff is a local public officer as defined in Public Officers Law, section 2. Public Officers Law, section 3(1) requires that the holder of a local public office must be a resident of the political subdivision in which he or she performs official functions. Therefore, since a local public officer must be a resident of the county in which he or she serves, a deputy sheriff generally must be a resident of that county.

The Public Officers Law was amended in 1998, however, as it relates to the residency of Deputy Sheriffs in Putnam County (see section 3.41, Public Officers Law). Because this amendment created a special law, it is our Counsel's opinion that any County may, consistent with State law, enact a local law establishing a residency requirement for deputy sheriffs that is no broader than the boundaries as set out in the exception, i.e., within the county or in an adjoining county within New York State.

Deputy Sheriffs are not subject to the same provisions of Public Officers Law as Police Officers, so recruiting on a contiguous county basis is discretionary. Deputy Sheriffs must, however, be residents of the County in which they are appointed unless, as mentioned above, a local law has been passed authorizing residency within the County or an adjoining County within New York State. Another option would be the passage of an amendment to Public Officers Law, section 3, specific to your jurisdiction.



## Civil Service Law Section 23(4-a) and Local Rules

In addition to the Public Officers Law, Civil Service Law, section 23(4-a) permits the establishment of residence requirements by a municipal civil service agency for recruitment purposes. Municipal Civil Service Rules contain general residence requirements for participation in examinations for municipal positions under their jurisdiction. Municipal Civil Service Rules will vary from jurisdiction to jurisdiction and may require differing lengths of time as a resident to be eligible to participate in an examination. Consult the appropriate Municipal Civil Service Rules for the specific requirements.

Together, section 23 (4-a) of Civil Service Law and the Municipal Civil Service Rules allow appointing authorities to request that residents of a municipality where the position exists be given preference in certification for appointment. Since the use of this preference does not have to be decided by the appointing authority prior to the certification of the eligible list, it is recommended the examination announcement explain that such preference may be given.

## **VII. Age Requirements**

Civil Service Law, section 58(1)(a) requires a police officer candidate to be:

“...not less than twenty years of age as of the date of appointment nor more than thirty-five years of age as of the date when the applicant takes the written examination, provided, however, that time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his thirty-fifth birthday as provided in subdivision ten-a of section two hundred forty-three of the military law.”

The age requirement for law enforcement personnel in New York State is in conformance with the Federal Age Discrimination in Employment Act (ADEA). The ADEA was amended by the Congress on September 30, 1996, to provide an exemption for certain age limitations in state or local law for the hiring of Firefighters and law enforcement officers. That exemption allowed states to establish age requirements for positions such as police officer. New York State's maximum age for employing law enforcement officers was enacted by the New York State Legislature in April 1999. Section 58 of New York State Civil Service Law was amended to establish a maximum age limit of 35 years of age at time of examination for permanent appointment as a competitive class police officer.

While Civil Service Law, section 58 establishes a minimum age of 20 for appointment, section 54 of Civil Service Law provides: “minimum age requirements shall in no case prohibit an applicant who is within six months of the minimum age requirement from taking any competitive examination.” This should be kept in mind when announcing the examination.

There is no exception in section 58 to meeting the maximum age requirement. The only exception is contained in Military Law which allows candidates who are veterans of the armed forces to deduct up to a maximum of six years, as defined in section 243 (10-a) of the Military Law, from their age for purposes of meeting the age requirement.

### **VIII. Minimum Qualifications**

Possession of the minimum qualifications is often considered the first hurdle of the selection process. Section 58 of Civil Service Law establishes the statutory requirements for appointment of competitive class police officers. Section 58 (1)(b) requires applicants to be a high school graduate or a holder of a high school equivalency diploma issued by an education department of any of the States of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone, or a holder of a report from the United States armed forces certifying his successful completion of the tests of general educational development, high school level.

Municipal civil service agencies have the authority to establish qualifications above those required in section 58. As with all minimum qualifications, it is the municipal civil service agency’s responsibility to defend minimum qualifications that are raised beyond what is currently established in State statute.

There are several factors to be taken into consideration before amending the minimum qualifications, including:

- a. the local field of recruitment;
- b. the impact on other personnel transactions, such as, the ability to transfer or reinstate police candidates for neighboring jurisdictions;
- c. the potential impact on the outreach to a diverse field of applicants;

- d. whether a job analysis has been completed to substantiate bona fide occupational qualifications.

Questions to consider before changing the minimum qualification include:

1. How many candidates have been appointed having the desired qualifications?
2. How successful have these candidates been over others?
3. What knowledge, skills and abilities must candidates possess to successfully perform the duties of the job following the training provided?

Developing clear, unambiguous and inclusive minimum qualifications is one of the most important aspects of effective recruitment. The qualification requirements should be clearly stated so as to be understandable to candidates so they can determine whether they qualify for the position. Vague, incomplete, or ill-defined minimum qualification statements make the application review process difficult and will frustrate applicants. If an "equivalency" statement is used, it must be interpreted to mean an equivalent combination of training and experience that falls within the limits of the other specified alternatives provided.

It should be noted that completion of the Basic Course for Police Officers may not be established as the only minimum qualification requirement for appointment. Also, selective certification of candidates on an eligible list who have completed the basic course over other qualified candidates is not in conformance with Civil Service Law. The appointing authority may only use this criteria as a means in determining who to select from equally reachable candidates on an eligible list.

## **IX. Application Review**

Application review is the first step in the selection of qualified candidates. Meeting the minimum qualifications constitutes the first test in the examination process, so it is important that the established minimum qualifications be clear and understandable to both applicants and the reviewer. The reviewer must apply the minimum qualifications consistently when reviewing candidates' applications.

The municipal civil service agency has the responsibility to perform application review and has exclusive authority to qualify or disqualify candidates.

## **X. Disqualification**

The public, candidates, and appointing authorities will hold the civil service agency accountable and may challenge any decisions to disqualify or qualify applicants. Therefore, objective and well documented reasons for all decisions to qualify or disqualify applicants will minimize problems and facilitate response to challenges.

The legal framework for disqualification is provided in Civil Service Law, section 50, subdivision 4. Under the provisions of section 50(4), a municipal civil service agency may refuse to examine any applicant, or after examination, may refuse to certify a successful candidate as eligible for appointment. Section 50(4) provides for the disqualification of an applicant or eligible based on any of a number of factors including: lack of established requirements for the position; inability to perform the job duties due to a disability; history of criminal conviction; dismissal from employments due to poor performance; falsifying a material fact on the application; or practicing fraud in the examination or appointment. In addition, section 58 (1)(d) of Civil Service Law requires police officers to be of good moral character.

### Preliminary Information Found on the Application

In most cases, applicants are disqualified because they do not meet some particular requirement for appointment, or for admission to the examination. This includes applicants who do not show that they possess the required education, experience, residency, age or other special requirement, such as a driver's license. Derogatory information on applications may require additional information be obtained from the applicant before a final decision on disqualification is made; this may include information obtained during the background investigation by the police agency, as discussed later in this guide.

Pursuant to section 50(4), no applicant shall be disqualified unless given a written statement of the reasons for the disqualification, and afforded an opportunity to make an explanation and to submit facts in opposition to such disqualification. Therefore, applicants need to be notified not only that they are being disqualified, but also be given the specific reasons for the disqualification so they may adequately respond.

## Municipal Civil Service Rules

Municipal Civil Service Rules have the force and effect of law. Because Rules can vary between jurisdictions, the Municipal Civil Service Rules of the agency that has jurisdiction must be consulted for any specific provisions regarding disqualification. Most Municipal Civil Service Rules provide for the following:

- the municipal civil service agency may investigate matters necessary for the verification of qualifications;
- the disqualification of candidates who fail to cooperate with the municipal civil service agency for examination, or, after examination, for certification and appointment;
- disqualification based on a record of disrespect for the requirements and processes of law.

Each municipal civil service agency should develop a policy and procedure for the disqualification of applicants who provide derogatory information on their applications. Given the importance of the process and the finality that disqualification has for a job seeker, it is important that the policy and procedures be applied fairly and consistently. It is also recommended that the municipal civil service agency share their policy with chief law enforcement officials under their jurisdiction. The law enforcement officials should be aware of the threshold of factual information that must be considered in order to disqualify a candidate. If the derogatory information regarding a candidate does not warrant disqualification, the chief law enforcement official may still consider that information as a basis toward non-selection from equally reachable candidates on the certification.

## **XI. Written Test Administration**

The written examination for Police Officer and Deputy Sheriff is often the largest and most visible examination a municipal civil service agency will administer. There are a number of issues for a municipal civil service agency to address in relation to the written test administration of this series. The attached Appendix B contains the written test administration resource.

## **XII. Examination Results and Eligible List Establishment**

The results of the written examination are transmitted by the Department of Civil Service to the municipal civil service agency approximately 45 days following completion of the examination. The results are sent electronically and may be immediately used to establish the eligible list, provided two months from the close of the last file date for the examination has elapsed to allow wartime veterans sufficient time to apply for veterans' credits.

### **Veterans' Credits**

Prior to establishing the eligible list, the municipal civil service agency must review candidates' applications to determine whether they have requested and are entitled to veterans' credits. The band score plus the veterans' credits constitute the candidate's list score. Veteran's credit may only be added to a candidate's passing score on the written examination.

### **Ranking**

Municipal Civil Service Rules usually require that if two or more eligibles receive the same final grade, they shall be ranked in accordance with such uniform, impartial procedure as may be prescribed by the municipal civil service commission/personnel officer. This ranking procedure is necessary in order to provide civil service with a means to establish the rights of individuals who have the same score and are appointed from the same eligible list on the same day, in the event of a layoff at some point in the future.

### **Verification of Qualifications**

The verification of a candidate's qualifications may be done either before an eligible list is established or at the time of appointment. Verification of qualifications may include such things as obtaining a copy of a college transcript or a valid driver's license from the candidate. If the civil service agency decides to verify qualifications/credentials prior to list establishment, this step should be factored into the time line and procedures necessary for preparing an eligible list. Alternatively, verification may be made at the time of appointment either by the civil service agency or the appointing authority. The civil service agency

should clarify whose responsibility it is to verify qualifications and what documentation will be necessary to disqualify a candidate based on the lack of verifiable qualifications.

#### List Establishment

After determining veterans' credits, breaking ties, and verifying qualifications, the municipal civil service agency should formally establish the eligible list. It is recommended that all entry-level law enforcement eligible lists be established for four years. Once established, the eligible list becomes a public record, and must be available for public inspection at the municipal civil service office.

### **XIII. Physical Fitness Standards**

Section 58 (1)(c) requires a police officer candidate to satisfy the height, weight and physical fitness requirements prescribed by the Municipal Police Training Council, pursuant to the provisions of section 840 of the Executive Law.

The Municipal Police Training Council has adopted the Medical and Physical Fitness Standards and Procedures for Police Officer Candidates. The attached Appendix C contains these standards.

After establishing the eligible list, the municipal civil service agency should administer the qualifying physical fitness screening test prescribed by the Municipal Police Training Council. The physical fitness screening test, also referred to as "physical agility," must be announced as a required qualifying test and component of the examination process.

The physical fitness screening test provides candidates the opportunity to demonstrate their physical ability to perform the duties of the position at the time of appointment. The physical fitness standards are uniformly established; however, each municipal civil service agency designates the qualified trainer for administration of the physical fitness screening test in their jurisdiction. Therefore, it is possible for the administration to vary slightly between municipal civil service agencies. Consequently, it is recommended that the physical fitness screening test be administered only by your civil service agency's designated qualified trainer. In addition, since the purpose of the physical

fitness screening test is to measure a candidate's fitness to perform the duties of a police officer position, the test should be administered within one year of appointment. Limiting this test to one year in duration to qualify for appointment to the position ensures candidates are able to perform the physically demanding duties of the position.

#### Notice to Candidates

The municipal civil service agency should retain copies of letters sent to candidates notifying them to appear for the physical fitness screening test. Maintaining this documentation will provide support for any action that may be taken to restrict a candidate from certification should the candidate fail to appear for this component of the examination.

In the notice to candidates, the municipal civil service agency may require the candidate to assume legal responsibility for participating in the physical fitness screening test and release such agency from liability for injuries resulting from any physical or mental disorders. Prior to participating in the physical fitness screening test, the candidate should also be required to provide a written statement from his or her personal physician certifying that he or she is capable of participating in the physical fitness screening test. If such a written statement is required, it must be required of all candidates.

#### Administration

The municipal civil service agency is required to designate a qualified trainer to administer the physical fitness screening test. The individual must possess the necessary expertise to administer the physical fitness screening test. The municipal civil service agency should provide the qualified trainer with copies of the standards prior to the administration of the test so the qualified trainer is familiar with the standards. A Physical Fitness Screening Test form should be completed for each candidate participating in the physical fitness screening test and must be signed by the qualified trainer to document administration of the test. A sample Physical Fitness Screening Test Form is attached in Appendix D.

Staff from the municipal civil service agency should also participate in the administration of the physical fitness screening test to ensure credibility and public trust in the fairness and equity of the examination process.



The Medical and Physical Fitness Standards require the sit-up and push-up elements be administered first. The 1.5 mile run element is to be administered only to candidates who successfully complete the first two elements.

The Medical and Physical Fitness Standards require the physical fitness screening test be administered prior to the local police agency making a conditional offer of employment and conducting a post-offer medical examination.

The results of the physical fitness screening test are to be recorded on the eligible list to clearly indicate whether a candidate has successfully completed the physical fitness screening test and is therefore eligible for appointment.

#### Restriction

Candidates on the eligible list who have not completed the physical fitness screening test must be restricted from certification.

When there are more eligibles than anticipated vacancies, the municipal civil service agency may, in the interest of economy, determine to not immediately call all candidates passing the written examination for the physical fitness screening test. The civil service agency should call enough candidates to the physical fitness screening test, however, to ensure the appointing authority will have sufficient eligibles from which to make a selection.

All candidates must be advised in the examination announcement that the physical fitness screening test will be held on an “as needed” basis. The examination announcement should include the following statement: “Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying physical-agility fitness test before they will be certified for permanent appointment. These tests will be given as the needs of the service require.”

Any candidates not called to complete the physical fitness screening test are temporarily restricted from certification. As new vacancies occur, and the number of candidates that have completed the physical fitness screening test is depleted, the

remaining candidates on the list who are reachable for appointment should be scheduled to complete the physical fitness screening test.

The procedure of having only reachable candidates complete the physical fitness screening test does not diminish a candidate's opportunities for employment. In addition, this procedure may achieve a significant savings for the municipal civil service agency by reducing the cost of testing. A candidate's eligibility begins on the day the list is established, and is not affected by a delay in completion of the physical fitness screening test.

All restrictions should be denoted by a code next to a candidate's name on the eligible list. If the candidate does not pass the physical fitness screening test, either a specific code designation should be used to show the candidate has failed this portion of the examination and is not eligible for appointment, or the candidate's name should be removed from the list. Because the eligible list is public information, only codes should be used to identify failed candidates if their names are to remain on the list.

#### Physical Fitness Retest Policy

A municipal civil service agency may choose to adopt a policy regarding retesting candidates who fail their initial physical fitness screening test. Such a policy should be in writing and established in advance of the examination. Whether or not candidates are permitted a retest opportunity should be included on the examination announcement.

If the civil service agency has a retest policy and a candidate on the eligible list fails the physical fitness portion of the examination, the candidate's name is restricted from certification pending the retest.

The Municipal Police Training Council Physical Fitness Standards do not specifically prescribe or endorse a retest policy. Therefore, the adoption of such policy is the responsibility of the municipal civil service agency to administer and defend should such a policy be adopted.

#### **XIV. Canvassing**

Canvassing of candidates on the eligible list is conducted to ascertain the candidate's interest in and availability for the position(s) for which the list is established. Once an eligible list is established, the municipal civil service agency may choose to conduct an initial general canvass to determine which candidates are interested in appointment to existing vacancies or to potential future vacancies in the various law enforcement agencies under its jurisdiction. This is particularly useful when the police officer eligible list is used in several different police departments that may have different salary rates or involve both part-time and full-time positions. The canvass will identify the locations and salaries each candidate has an interest in, thereby allowing the municipal civil service agency to certify only the names of candidates who are interested in and available for appointment to those law enforcement agencies when a vacancy occurs.

If a general canvass is not conducted, a canvass should be conducted for specific locations as vacancies occur. The canvass may be conducted by the municipal civil service agency or it may be decentralized to the appointing officers. If the canvass is decentralized, the civil service agency must ensure that verifiable documentation is returned which clearly shows all declinations and can prove how candidates were reached for appointment.

##### **Declinations**

All declinations should be in writing. The civil service agency must require written declinations be forwarded to their office. It is the responsibility of the civil service agency to determine if the declinations are for a valid reason, and that all candidates were properly canvassed and afforded an opportunity to respond. In cases where all declinations are not in writing, the civil service agency should follow up to ascertain the reason for this lack of documentation, and verify a declination was made. In such cases, the civil service agency may have to re-canvass or directly contact candidates to verify their lack of interest or availability.

The acceptable reasons a candidate may decline appointment and remain active on the eligible list for future certifications are set forth in the individual municipal civil service

certification rule. Typically, the acceptable reasons include such factors as insufficient salary, geographical location, and temporary inability to accept appointment. The certification rule also includes timeframes in which a candidate must respond to a canvass letter and establishes the consequences of not responding in a timely manner.

The acceptance or declination of a temporary appointment does not affect a candidate's future eligibility for a permanent appointment. Likewise, acceptance or declination of a part-time appointment will not affect a candidate's eligibility for appointment to full-time positions.

All canvass and declination information should be recorded on the eligible list.

## **XV. Background Investigations**

Background investigations are a standard practice for many police agencies across the State. The basic philosophy of many police agencies regarding background investigations is to get as much information on the candidate as is possible because it is very useful. The information gained in a background investigation provides the chief law enforcement official with a broad perspective of a candidate's character.

Background investigation information may be considered by the civil service agency as supplemental information to the application for employment; therefore, candidates could potentially be disqualified for making false statements or practicing any fraud or deception to secure appointment based on the results of the background investigation.

Municipal civil service agencies, in conjunction with their law enforcement agencies, may facilitate the process of background investigation by providing the appropriate application and release forms to candidates early in the canvassing process. Upon request, the civil service agency may forward copies of examination applications to the appropriate law enforcement agency to begin the background investigation. It is recommended that civil service agencies develop a procedure in concert with their chief law enforcement officials to facilitate all background investigations. In addition, the law enforcement agency should be informed of the type of supporting information needed by the civil service agency in the event a candidate is to be disqualified. The derogatory information that is provided to the municipal civil service agency from the law enforcement

agency must be sufficient to form the basis for disqualification under section 50(4) of Civil Service Law and/or Municipal Civil Service Rule on Disqualification, as discussed in the Disqualification section earlier in this guide.

## **XVI. Certification**

When the appointing authority needs to fill a vacancy, a certification of eligible candidates should be requested from the municipal civil service agency. The certification will contain the names of the top three persons standing highest on the list and anyone tied with the third highest candidate. The use of band scoring may result in more than three candidates being eligible for appointment. If there is more than one vacancy, enough names should be certified to equal the number of vacancies plus two additional names.

Candidates cannot be certified for appointment unless they have passed all portions of the examination. When a vacancy occurs, everyone who is eligible for certification must be given and pass the physical fitness screening test prior to certification. Only those candidates passing all portions of the written and physical fitness screening test, should be certified for appointment.

In accordance with Civil Service Law, section 23(4-a) and Municipal Civil Service Rules, the appointing authority may request that residents of the civil division where the vacancy exists be certified first. Once an appointment is made from the residency certification, it must continue to be used until the resident list is exhausted. After the resident list is exhausted, the whole list must be used to make any additional appointments if positions are to be filled.

### **Certification Period**

When the appointing authority receives the certification of eligibles, he or she will have a limited period of time to make appointments from the certification. Therefore, the timing of when the certification is issued is important. The certification should be issued when the appointing authority is close to making an appointment. The duration of the certification is controlled by the Municipal Civil Service Rules and is typically 30 or 60 days. Some Municipal Civil Service Rules allow the agency to extend the certification at the request of the appointing authority. No appointment may be made after the expiration of the

certification; a new certification must be issued. It should be noted that once an eligible list expires, any outstanding certifications automatically expire on the same date. No appointments may be made after the expiration of the eligible list

## **XVII. Interviewing**

The interview is one of the most important tools in the selection process of police officers and deputy sheriffs. An interview provides a valuable opportunity to learn more about the candidate and for the candidate to become familiar with the law enforcement organization.

The law enforcement agency should use the interview process as an opportunity to screen for "desired qualifications" such as schooling, training or experience. However, the interview cannot be used to try to convince candidates to decline appointment; this is known as "negative interviewing." The municipal civil service agency may refuse to accept declinations from candidates if it finds the appointing authority deliberately interviewed candidates improperly, in an attempt to receive declinations.

The appointing authority is under no obligation to interview all candidates on a certification; however, consideration should be given to the need for a public perception of fairness. Once a candidate is selected, other candidates considered for appointment, but not selected should be informed in writing by the appointing authority of their non-selection.

## **XVIII. Appointment – Conditional Offer of Employment**

Appointment must be made from one of the three candidates standing highest on the eligible list willing to accept appointment. This includes anyone whose score is equal to that of the third highest rated candidate. The police agency makes an offer of employment that is conditioned only upon the candidate passing the medical examination. The municipal civil service agency is notified of the conditional offer of employment by the appointing authority by returning the signed certification indicating the date of the candidate's appointment.

## **XIX. Medical Examinations**

Candidates who receive a conditional offer of employment from the law enforcement agency then undergo a medical review conducted by a qualified physician or practitioner. The municipal civil service agency schedules the medical examination for all candidates who have been extended a conditional offer of employment. The qualified physician or practitioner designated by the municipal civil service agency conducts the medical exam and advises the civil service agency if the candidate meets the established medical standards. The candidate must be found physically able, with or without accommodation\*, to perform the essential job functions of an entry-level police officer for the law enforcement agency seeking to employ the candidate. The municipal civil service agency shall notify the candidate and the employing law enforcement agency if a candidate either does or does not meet the established medical standards.

Any candidate who meets the medical standards shall be employed by the law enforcement agency in accordance with the conditional offer of employment. The candidate will have his or her name removed from the eligible list upon receiving a full-time permanent appointment.

When it is found that a candidate does not meet the medical standards, the municipal civil service agency must notify the appointing law enforcement agency as to the medical standards that the candidate did not meet. The appointing law enforcement agency must then determine the candidate as not qualified for appointment. The appointing law enforcement agency then notifies the candidate and the municipal civil service agency that the conditional offer of employment is withdrawn. The municipal civil service agency will then notify the candidate that, because he or she did not meet the established medical standards, his or her name is being restricted from future certification to that appointing law enforcement agency, but will remain on the general list.

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\* It is the responsibility of the candidate to determine if he/she believes they are covered by the ADA and to request the employing police agency to provide a reasonable accommodation. However, it is the affirmative responsibility of the employing police agency to assess the type(s) of reasonable accommodation which may be necessary to allow a candidate with a disability, as defined by the Americans With Disabilities Act, to perform the essential functions of an entry-level police officer. The candidate must be provided such accommodation, unless it would impose an undue hardship on the employing agency or a direct threat to the safety of himself/herself, or others.

The Municipal Police Training Council Medical Standards are attached in Appendix B and the Sample Medical Examination Report Form is attached in Appendix D.

## **XX. Psychological Examinations**

There are two approaches to psychological evaluations that are in common use for evaluation of law enforcement personnel. One approach is to establish the psychological examination as one component of the civil service examination process. The second approach is for the appointing law enforcement agency to use the psychological examination as a screening tool in determining selection.

If a psychological examination is administered as a component of the civil service examination, it is the responsibility of the municipal civil service agency to defend the validity of the psychological standards in use. The municipal civil service agency is responsible for the establishment of the standards for the psychological evaluation. If failure of the psychological evaluation results in disqualification, the municipal civil service agency needs to demonstrate that the candidate is unfit to perform the duties of the position. If challenged, the agency would need to establish that the psychological test is a Bona Fide Occupational Qualification (BFOQ). Therefore, substantial job analysis must be completed by the civil service agency prior to deciding to use a psychological examination as part of their selection process.

A best practice among municipal civil service agencies that utilize the psychological examination as part of their examination process requires a qualified psychologist to provide a definitive determination whether, in his or her professional judgment, the candidate can, with or without accommodation, perform the essential functions of an entry-level police officer in the local law enforcement agency seeking to employ the candidate.

If the psychological examination is given as a component of the examination process, legal counsel should be consulted for advice regarding conformance with federal legal requirements, since the psychological examination may be given only after a conditional offer of employment.

If, however, a psychological examination is administered by the appointing authority as a screening device in determining the selection of candidates, the responsibility to



defend the use of the psychological evaluation rests with the appointing authority. Under this approach, the appointing authority uses the psychological examination as a screening tool to provide information for determining selection or non-selection from among otherwise reachable candidates. With this method, candidates would not typically be restricted or removed from an eligible list as a result of the psychological examination. In order to remove a candidate from an eligible list for not passing the psychological examination, the criteria for the disqualification of applicants established in section 50(4) of the Civil Service Law must still be met and applied.

### **XXI. Oath of Office**

Police Officers and Deputy Sheriffs are public officers and are covered by the provisions of the Public Officers Law. Section 10 of the Public Officers Law requires every public officer shall take and file the oath of office required by law. Section 30 of the Public Officers Law provides that failure to file the official oath within thirty days of appointment shall result in vacancy of office. Therefore, every appointee to a Police Officer or Deputy Sheriff position must take and file an oath of office within 30 days of appointment.

### **XXII. Registration of Newly Appointed Police Officers**

The employer must submit a Certification of Employment form (DCJS - 2214-a) in order to add a newly appointed officer to the Police Officer Registry. (See Appendix E for a copy of this form.) The municipal civil service agency must complete block three of the form before a candidate can be registered as a new police officer with the Division of Criminal Justice Services. (Please refer to CL-20-00). The municipal civil service agency must attest that the appointment is in conformance with the Civil Service Law and Municipal Civil Service Rules, and that the individual has been legally appointed and is on the municipality's payroll. If these requirements have not been met, the certification form may not be signed.

### **XXIII. Training Requirements**

Pursuant to Section 840 of the Executive Law, the Municipal Police Training Council (MPTC) has established the requirements for minimum basic training that newly appointed police officers must complete before becoming eligible for permanent appointment. Currently, regulations require that an MPTC approved Basic Course must consist of at least

510 hours of instruction in specified subject areas (9 N.Y.C.R.R. section 6020.3). The Statewide average for a basic training school is approximately 700 to 800 hours.

Section 209-q of the General Municipal Law requires all persons seeking permanent appointment as a municipal police officer to complete an MPTC approved Basic Course for Police Officers as a condition for permanent appointment. Basic police training must be completed within one year from the date of original appointment. Appointments are not considered permanent unless and until the prescribed training has been met. The law enforcement agency must notify the municipal civil service agency and provide documentation that such training has been completed.

#### Field Officer Training

Included in the mandated Basic Course for Police Officers is a required 40-hour minimum supervised field training review and orientation component. During this part of the training, the police officer works in the employing jurisdiction with a senior officer, who evaluates the trainee and reports to the academy. The reports filed by the employing law enforcement agency are included within the candidate's overall training evaluation by the academy towards completion of the basic course. In addition, upon the completion of the Basic Course for Police Officers, most police agencies require their own in-service Field Training Officer Program, where the newly appointed police officer is assigned to work under supervision by the employing police agency. The law enforcement agency and municipal civil service agency should make the field training officer aware of the Municipal Civil Service Probationary Rule requirements.

### **XXIV. Probationary Term**

The probationary term is the final step in the selection process and should be used wisely by the law enforcement agency. Proper use of the probationary term requires the active participation of the employee's supervisor in evaluating his or her progress.

The Civil Service Law and Municipal Civil Service Rules require that every original appointment to a position in the competitive class is subject to the successful completion of a term of probation.

### Duration

The duration of the probationary term for Police Officers and Deputy Sheriffs is specified in the local civil service rules. For most municipal civil service agencies, the probationary term adopted for Police Officer and Deputy Sheriff is a minimum of eight weeks and a maximum of fifty-two weeks. As a result of the training requirements, there is only a limited time period to assess the performance of the probationer while working alone. Because of this fact, a municipal civil service agency may seek to amend its local civil service rules to require a maximum probation term of 78 weeks for Police Officers and Deputy Sheriffs. Municipal civil service agencies which do not have a 78-week maximum term should discuss the need for this rule amendment with local law enforcement agencies under their jurisdiction prior to submitting a rules resolution to the New York State Civil Service Commission for consideration.

### Evaluation

Most local civil service rules require the employee's supervisor to observe his or her conduct and performance and, from time to time, advise the probationary employee of his or her status and progress. Prior to the end of the probationary term, the supervisor must report on the probationer's progress in writing to the appointing authority.

During the minimum term of probation (typically the first eight weeks), the employee may be removed from the position only after following the due process procedures outlined in the Civil Service Law or the applicable collective bargaining agreement. After the completion of the minimum probationary term and before expiration of the maximum probationary term, an appointing authority may terminate the services of the probationer for unsatisfactory performance without a hearing. However, most local civil service rules provide that the probationer must be given notice prior to termination, and may be entitled to an interview with the appointing officer or representative if requested by the employee.

The appointing authority must also determine whether to retain or terminate the probationer **prior** to the end of the probationary term. Except as provided by Municipal Civil Service Rules, **the maximum probationary term cannot be extended**. Most Municipal Civil Service Rules provide that any days the employee is absent during the probationary

term may be added to the minimum and maximum term of the probation. Any absences aggregating to more than 10 days typically must be added to these terms.

#### Completion of Probation

Most Municipal Civil Service Rules provide that appointments become permanent in one of two ways:

1. Retention of the employee after the successful completion of the maximum probationary term; or
2. Notice to the probationer at any time after the completion of the minimum term of probation that the probationary term has been satisfactorily completed.

The municipal civil service agency must receive notification from the appointing authority whenever an employee successfully completes the probationary term or is terminated during the probationary term.

### **XXV. Conclusion**

There are numerous legal requirements for the appointment of qualified police officers in New York State. We encourage open communication between municipal civil service agencies and law enforcement officials to develop procedures that will meet agency appointment needs and these legal requirements.

This guide should be used as an overview of the process. In making determinations, we encourage the careful reading of the applicable sections of the Civil Service Law, Municipal Civil Service Rules and other related laws. For specific cases, we suggest seeking advice from legal counsel, your Municipal Service Division Consultant, or the Division of Criminal Justice Services regarding administration of the MPTC Standards.

### Acknowledgements

We would like to acknowledge the chief law enforcement officials and municipal civil service agencies who provided insight into their procedures and practices which helped structure this guide. In addition, special thanks are extended to the New York State Division of Criminal Justice Services and the Municipal Police Training Council who contributed significantly to this project.

Livingston County Sheriff's Office  
Orange County Sheriff's Office  
Orleans County Sheriff's Office  
Rockland County Sheriff's Office  
Warren County Sheriff's Office  
Yates County Sheriff's Office

Albion Police Department  
Bath Police Department  
Colonie Police Department  
Medina Police Department  
Caledonia Police Department  
Dansville Police Department  
Geddes Police Department  
Geneseo Police Department

Ithaca City Civil Service Commission  
Livingston County Personnel Office  
Nassau County Civil Service Commission  
Onondaga County Department of Personnel  
Ontario County Department of Human Resources  
Orange County Department of Personnel  
Orleans County Department of Personnel  
Rockland County Department of Personnel  
Warren County Department of Personnel  
Tompkins County Personnel Office  
Town of Colonie Civil Service Department  
Yates County Personnel Department

## **BIBLIOGRAPHY**

Selected procedural manuals published by and available from the Municipal Service Division, New York State Department of Civil Service:

Elements of Recruitment for the Public Service (6/96)

Application Review Manual (6/98)

Local Civil Service Transactions Manual (6/00)

Disqualification of Applicants and Eligibles: The Processes and Procedures (6/98)

Eligible List Administration Manual (6/99)

How to Conduct A Job Interview (6/99)

Medical & Physical Fitness Standards & Procedures for Police Officer Candidates (MPTC - 3/06)

## **APPENDICES**

- A. Sample Police Officer Examination Announcement Guide  
A Guide to the Written Test for Entry-Level Police Series
- B. Written Test Administration Issues
- C. Medical & Physical Fitness Standards & Procedures for Police Officer  
Candidates (MPTC)
- D. Sample Physical Fitness Screening Test Form  
Sample Medical Examination Report Form  
Police Officer Candidate Checklist
- E. Certification of Employment Form (DCJS - 2214-a)

## **APPENDIX A**



# ANNOUNCEMENT GUIDE FOR POLICE OFFICER/DEPUTY SHERIFF EXAMINATIONS

**Note:** Refer to the manual *Elements of Recruitment for the Public Service* for additional information on all sections of the announcement.

**Police Officer/Deputy Sheriff  
Examination #**

**EXAMINATION DATE:**

**LAST DATE FOR FILING: #**

**# Note:** Your announcement must be specific as to whether applications must be postmarked by this date or received in your office by this date.

## **FEE STATEMENT:**

\_\_\_\_\_ A \$\_\_\_\_\_ non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send (*specify acceptable method of payment--personal check, certified bank check, money order, etc.*) payable to \_\_\_\_\_. Write the examination number(s) and the applicant's name on the (check, money order, etc.).

\_\_\_\_\_ Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will . . . .

\_\_\_\_\_ If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

\_\_\_\_\_ Applications (postmarked/received) after the last date for filing will . . . .

\_\_\_\_\_ Applicants whose personal checks are returned for insufficient funds . . . .

## **Exception to Fee Requirement:**

\_\_\_\_\_ The application fee will be waived if you are receiving . . . .

\_\_\_\_\_ To request a waiver, refer to the instructions on the application and provide the information requested. All claims are subject to verification.

## **Location of Positions/Vacancies:**

The eligible list established as a result of this examination will be used to fill full-time/part-time vacancies in (department, towns, villages) under the jurisdiction of the \_\_\_\_\_ Personnel Officer/Civil Service Commission). Vacancies are expected to occur from time to time.

## **SALARY:**

**RESIDENCE REQUIREMENTS:** Check your Civil Service Rules for the length of residence for participation in examination and/or preference in certification.

(For Police Officer):

Candidates must be legal residents of \_\_\_\_\_ County or one of the contiguous counties of \_\_\_\_\_ for at least \_\_\_\_ months immediately preceding the date of the examination. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for (time) {immediately preceding the date of the examination/date of certification/date of appointment.

**(For Deputy Sheriff):**

Candidates must have been legal residents of \_\_\_\_\_ County for (time) immediately preceding the date of the examination. Candidates must be residents of the County at time of appointment.

**Note:** Recruitment may be extended beyond the County for Deputy Sheriffs—discuss with your consultant.

**DUTIES:**

This position exists in the ( Agency Police Department/Sheriff's Department) and is responsible for the protection of life and property within the department'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.

**MINIMUM QUALIFICATIONS:**

Education: By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

**Note:** Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

**SPECIAL REQUIREMENTS:**

**Age:** Candidates must be at least 19 years of age on or before (examination date) to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> 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 purpose of meeting 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 (your civil service agency) to discuss their request.

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

**Driver's License:** Candidates must possess a valid New York State Operator's license at time of 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 are 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.

### **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 General Municipal Law within one year of appointment in order to attain permanent status in the position.

### **SUBJECT 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 passing the written portion of the examination will have their names placed on the eligible list but will be required to pass qualifying physical-agility test before they can be certified for permanent appointment. These tests will be given as the needs of the service require. Candidates who pass the qualifying physical 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. **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.
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. **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.

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.

**The use of calculators is prohibited for this examination.**

#### **QUALIFYING PHYSICAL FITNESS TEST**

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.

**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 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 qualifying test will remove your name from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from (your agency).

#### **RETEST POLICY FOR THE PHYSICAL AGILITY IF APPLICABLE should be stated here.**

**NOTE:** Since a test guide is available for this entry-level Police Officer/Deputy Sheriff examination, *it is essential that all candidates be aware of and able to easily obtain a copy of the guide.* To ensure that all candidates receive a copy, we recommend you follow one of the suggested procedures listed below.

1. Mail a copy to all approved candidates no later than two weeks before the test date. The Subject of Examination section of your announcement must contain a statement such as: "A *Guide to Taking the Examination for Entry Level Police Officer Series* will be sent to all approved candidates no later than two weeks before the test date. If you have not received a copy by \_\_\_\_\_, please call the <your office name , address, phone number> to request a copy."

**OR**

2. Include the following statement in the Subject of Examination section of your announcement: A *Guide to Taking the Examination for Entry Level Police Officer Series* is available in the Civil Service Office or at the New York State Department Of Civil Service web site: <http://www.cs.state.ny.us/jobseeker/local/index.cfm> If you do not have access to the world wide web, you may call/write <your office name, address, phone number> to obtain a copy.

#### **RELIGIOUS OBSERVER/DISABLED CANDIDATES/ MILITARY MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact (your agency) for more information. If you are on active duty or discharged

after the filing period has begun, you may apply for the examination up to ten days before the test date.

**SECTION 23.2 STATEMENT:**

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS FILER STATEMENT:**

If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify (in writing) all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**VETERAN'S CREDIT:**

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**NOTE:** 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 such additional credit. However, no credit may be added after the eligible list has been established.

**GENERAL INFORMATION:**

**Note:** The general information should include specific information such as:

- Where and how to obtain applications
- What the last date for filing means (i.e., applications must be received in your office or postmarked by the date)
- Notice of when and where to appear to take the written test

- If candidates have not received a notice to appear for the written test three days before the date of the test, they should call
- Reminder to notify your agency of a change of address
- Alternate test date information
- What candidates are to do in case of a weather emergency
- Any other important information specific to your agency

**EEO STATEMENT:**

**ISSUE DATE:**

A Guide to the Written Test for Entry-Level Police Series is available at:  
[www.cs.cj.ca/testing/test\\_guides/entry\\_level\\_police\\_officer\\_test\\_guide.pdf](http://www.cs.cj.ca/testing/test_guides/entry_level_police_officer_test_guide.pdf)

## **APPENDIX B**



## POLICE ENTRANCE EXAMINATION-- TEST ADMINISTRATION ISSUES

### EXAM SECURITY

All test material and related information is secure material and should not be accessible to any agency or test administration staff who have family members or members of their immediate household who are candidates for this examination. Because of the security of these examinations, we also ask that your agency do an internal security review before the delivery of the test materials. This review would determine if there are any office staff for whom there may be the potential appearance of a conflict of interest if they participate in the test administration or if these test materials are delivered to your office. If so, please call Local Examinations to make alternate arrangements for delivery of test materials.

Agency staff who intend to take this examination or who have family members or members of their immediate household participating in this examination should file a "Notice of Intent" (MSD 35) which should be kept on file in your agency. A copy of the "Notice of Intent" should be forwarded to Local Exams for the exam files.

All test administration staff who have not already done so, should be required to complete the "Security Agreement for Test Administrators" (MSD 250). This form should be kept in your examination folder.

### CROSS FILERS

#### Notification of Cross Filing

The announcement must have information to candidates who cross file between State and/or local agency examination on the procedures they are to follow. By policy, if a candidate has cross filed for a State examination, they must take their examination at the State center. If a candidate cross files with other local government agencies, they must notify each agency with whom they file an application the location of the local agency at which they intend to appear to take their written test. We recommend that the candidate do so in writing to establish a record of their intention. This will allow your agency to follow up with the alternate site if there is a question about the candidate appearing for the examination.

#### Tracking the Cross Filed Candidates

##### Test Materials

All of the test materials for the December Police Entrance examination are contained in the Memory Booklet and one multiple choice test booklet. Whether a candidate will be taking the written test at a State or a local test site, all the materials (s)he needs will be available to them when they appear to take the test. For this reason, there **is no need to notify Local Exams of your cross filers** since there are no arrangements to be made for test materials to be sent. (Please note **this is an exception** to the general policy regarding cross filers.)

##### Admission Notices

Candidates who cross file with the State or other local agencies should be sent the usual admission notice. They should take this admission notice with them to the site at which they take their exam. The admission notice should be processed in the usual way during the test administration; the signed admission notice(s) should be collected at the end of the administration of the written test. Admission notices collected at the State centers will be returned by Rating to Local Exams so they can be forwarded to the appropriate agencies. Admission notices collected by local agencies should be forwarded to the other appropriate local agencies. The return of the admission notices from the alternate sites confirms the candidate's appearance for the written test.

### Verifying Candidate Identification

At the different steps in the process, your agency has obtained a signature from the candidate. For agencies who do not use fingerprinting, the signatures on the application form, the admission notice, the release for the physical agility examination, etc. can be compared to verify the identity of the candidate.

## **TEST ADMINISTRATION**

### Planning for the Test Administration/Selecting the Test Site(s)

The Entry Level Police Officer/Deputy Sheriff and the related State examination(s) is the **only** written examination series held on the December test date. This is to facilitate the administration of the test for what is likely the largest candidate population for your agency. Given the difficult logistics of making arrangements for a large examination holding, when your agency is aware of their participation in the examination, you should contact the various sites at which you intend to hold the examination to be sure you will not have problems reserving the necessary space for the test administration. The sites should be reviewed well in advance for its appropriateness for the holding—for example to ensure that there is sufficient parking, access to the site, the areas of the building intended for use will present no problems for security and ease of administration etc.

### Weather Emergencies

On occasion, Local Exams receives calls concerning weather forecasts and the potential for having to postpone a local civil service test administration.

Unless the county or city where the exam is to be held has declared a snow or weather related emergency and the public has been advised to stay off the roads, the exam is to be conducted as scheduled, if at all practicable to do so. **The decision to cancel should not be made until the day of the exam for security reasons and should not be based on a forecast.**

If the weather does dictate that the exam cannot be held:

- You should have a mechanism in place so candidates can be notified that the exam is not being held as scheduled. How candidates can obtain this information should be included as part of your announcement.
- You must notify the Local Examinations Section at [localexams@cs.state.ny.us](mailto:localexams@cs.state.ny.us) or (518) 457-4487 as soon as possible on the Monday following the scheduled exam date to inform this department of your need to cancel a test administration so alternative test arrangements can be expeditiously developed.

### Training Test Administration Staff

Local Exams will forward to your agency an "advance package" to assist you agency in preparing for the administration of the written test. This advance package will contain "generic" *Candidate Directions* and *Special Instructions for Monitors* for your use in training the test administration staff you will hire to administer this examination. The "generic" will be identical in content to the ones that will be used on the day of the test. The only difference in content is the deletion of the specific Test Booklet numbers.

The *Special Instructions for Monitors* are provided to ensure a uniform administration of the written examination at each site and in each test room in which it is given. While your agency may customize parts of it for different practices as Candidate Identification, the test administration portion of these instructions must be read and followed exactly as they are written. When your agency receives these as part of the advance package, if there are any questions, please contact Local Exams.

You will need to include in your training the use of the Candidate Identification Record (T-172). If a candidate is to be scored for an examination, the examination number must be entered on the T-

172. Candidates need to enter on the Candidate Identification Record **all** examination numbers for which they have Admission Notices. Monitors should carefully review this record to be sure only appropriate examination numbers are entered. The Admission Notices from other civil service agencies need to be collected in accordance with your agency's normal test procedures.

#### Timing the Memory Booklet

The written test for Entry Level Police Officer/Deputy Sheriff consists of a timed memory booklet and a multiple choice written test. The first 15 questions in the written test booklet will ask to recall the facts and information presented in the Memory Booklet.

Accurate timing of the Memory Test Booklet is critical for uniform administration of this examination. It is important that candidates be given exactly the exact time allowance for the Memory Booklet. Monitors need to know in advance how they will time this portion of the examination-using a room clock, a watch or a stopwatch.

Since the memory test is a test of short-term memory, the monitors must be trained to collect the Memory Test Booklets and give the candidates the multiple-choice Test Booklets in the shortest possible time frame. This is especially critical in a large room, such as a cafeteria.

### **EXAM RESULTS**

#### Confirming Candidate Appearance

To expedite the establishment of the eligible list, we recommend your agency confirm the appearance of candidates shortly after the exam administration. This can be accomplished using the admission notices received at your test site and any returned from the State Test Center or other local agencies. If you cannot confirm the appearance of a candidate to take the written test, you may wish to send the candidate a notice which states:

*We will be unable to report a score to you for (Examination # and Title) because our records indicate that you failed to appear to take this examination. Please contact this office immediately if this record is incorrect.*

#### Missing Scores

In spite of monitor diligence in reviewing the Candidate Identification Records (T-172), candidates may fail to enter the examination number for the examination for an agency for whom they are an approved candidate. When your agency downloads the Examination Results, you may find that you do **not** have a score for a candidate who you know appeared to take the written test. To obtain the score, fax a "Request for Missing Test Score" (MSD 120) to Local Exams. To search for the candidate in the exams scoring system, we must have the full Social Security Number for the candidate. The full Social Security Number of a candidate should NOT be sent in an email.

Local Exams will process this form to Testing and the examiner responsible for the examination will review the answer paper and provide the score. The score will be provided in the shortest time frame possible given our resources.

#### Names on Exam Results Who are Not approved Candidates for Your Agency

When you download your Exam Results, you may find that there are the names of candidates on your exam results who were not approved candidates for your agency.

We have no mechanism at this time to remove the names of candidates from Exam Results. The only thing your agency can do is note that the candidate(s) are not approved candidates on your copy of the Exam Results and reconcile the fees off next year's fee bill. This is problem we see especially in the large entry level police, fire and correction exams. The only suggestion we have is more monitor diligence about what examination numbers candidates put on the Candidate Identification Records.

## **APPENDIX C**

The Medical and Physical Fitness Standards and Procedures for Police Officer Candidates prescribed by the Municipal Police Training Council are available at:  
<http://www.criminaljustice.state.ny.us/ops/docs/registry/policeapptsmed.pdf>

## **APPENDIX D**

**POLICE OFFICER**  
**PHYSICAL FITNESS SCREENING TEST**

\_\_\_\_\_  
Civil Service Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Signature

Age \_\_\_\_\_ Weight \_\_\_\_\_ Sex \_\_\_\_\_

Physicians Release to participate attached \_\_\_\_\_

**TEST**

	Candidates' Score	Minimum Passing Score
Sit-Up - Number performed	_____	_____
Push-Up - Number performed	_____	_____
1.5 mile run - Time minutes:seconds	_____	_____

The candidate meets the Physical Fitness Standards prescribed by the Municipal Police Training Council:

Circle One

Yes    No

\_\_\_\_\_  
Signature (Qualified Trainer)

Note To Physician/Practitioner. This form does not include all potentially disqualifying conditions. Please refer to the Medical and Physical Standards and Procedures for Police Officer Candidates prescribed by the Municipal Police Training Council (Rev. 996) for a complete listing of all potentially disqualifying conditions.

### **MEDICAL EXAMINATION REPORT**

NAME (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

#### **TO BE COMPLETED BY EXAMINING PHYSICIAN/PRACTITIONER**

**The existence of any one of the following conditions is only to be considered potentially disqualifying. The examining physician/practitioner must determine based upon his/her medical judgment whether the existence of such condition(s) or any other condition(s) not specifically set forth herein, renders the candidate, with or without reasonable accommodations, unable to perform the essential functions of an entry level police officer.**

The examining physician/practitioner should conduct a medical history and administer a medical examination, which must include, but is not limited to, the following components.

	<u>Findings</u>	
	Normal/ Negative	Abnormal/ Positive
Urinalysis (Dipstick)	_____	_____
Tuberculosis (Mantoux) (if necessary, see standards)	_____	_____
Electrocardiogram (ECG) (Resting)	_____	_____
Drug screening (Ten Panel - see standards)	_____	_____
Chest X-Ray (if necessary, see standards)	_____	_____

Significant medical history and abnormal findings on examination must be described within the pertinent section of this report.



## VISION

### Visual Acuity

	<u>Right Eye</u>	<u>Left Eye</u>
Uncorrected	20/_____	20/_____

Corrected	20/_____	20/_____
-----------	----------	----------

Peripheral	<u>Circle One</u>
	Adequate                      Inadequate

### Color Perception \*

Total Number of the first thirteen  
(13) Ishihara Plates  
read correctly \_\_\_\_\_

\*Only the 24 Plate Edition of the  
Ishihara Test should be used

### Depth Perception

Candidate must demonstrate normal stereo depth perception to the correctable standard of 80 ARC seconds

**Please indicate whether the candidate meets or exceeds the standards in the following areas.**

## EAR CONDITIONS

Perforated Tympanic Membrane \_\_\_\_\_

Acute Otitis Media, Otitis Externa, Mastoiditis \_\_\_\_\_

Ear disorders affecting equilibrium \_\_\_\_\_

Other abnormality \_\_\_\_\_

## NOSE - THROAT - MOUTH

Loss of sense of smell \_\_\_\_\_

Aphonia, speech loss or speech defects \_\_\_\_\_

Abnormalities which would interfere with proper fitting of gas mask \_\_\_\_\_

Other abnormality \_\_\_\_\_

**PERIPHERAL VASCULAR SYSTEM**

Blood Pressure (mmHg) \_\_\_\_\_ / \_\_\_\_\_  
systolic/diastolic

Hypertension \_\_\_\_\_

Peripheral Vascular abnormality \_\_\_\_\_

Other abnormality \_\_\_\_\_

**HEART AND CARDIOVASCULAR**

Heart Disease \_\_\_\_\_

ECG Abnormalities \_\_\_\_\_

Angina \_\_\_\_\_

Cardiac Classification \_\_\_\_\_

Other abnormality \_\_\_\_\_

**RESPIRATORY SYSTEM**

Pulmonary Tuberculosis \_\_\_\_\_

Chronic Obstructive Pulmonary Disease \_\_\_\_\_

Emphysema \_\_\_\_\_

Other abnormality \_\_\_\_\_

**GASTROINTESTINAL SYSTEM**

Colitis \_\_\_\_\_

Active Ulcers \_\_\_\_\_

Chronic Hepatitis \_\_\_\_\_

Cirrhosis of the Liver \_\_\_\_\_

Malignant Disease \_\_\_\_\_

Other Abnormality \_\_\_\_\_

**GENITOURINARY SYSTEM**

Pregnancy \_\_\_\_\_

Nephrectomy \_\_\_\_\_

Renal Failure \_\_\_\_\_

Active Venereal Disease \_\_\_\_\_

Kidney Disease \_\_\_\_\_

Other Abnormality \_\_\_\_\_

**ENDOCRINE/METABOLIC SYSTEMS**

Uncontrolled Thyroid Disease \_\_\_\_\_

Diabetes Mellitus \_\_\_\_\_

Adrenal Dysfunction \_\_\_\_\_

Symptomatic Hypoglycemia \_\_\_\_\_

Untreated Thyroid Malignancy \_\_\_\_\_

Other Abnormality \_\_\_\_\_

### **MUSCULOSKELETAL SYSTEM**

Disorders that limit motor function \_\_\_\_\_

Cervical spine or lumbosacral fusion \_\_\_\_\_

Disc Disease (Symptomatic) \_\_\_\_\_

Extremity Amputation \_\_\_\_\_

Muscular Dystrophy \_\_\_\_\_

Spinal Deviation \_\_\_\_\_

Other abnormality \_\_\_\_\_

### **HEMATOPOIETIC/LYMPHATIC SYSTEMS**

Hematopoietic Disorders \_\_\_\_\_

Hemophilia \_\_\_\_\_

Other abnormality \_\_\_\_\_

### **NERVOUS SYSTEM**

Seizure Disorder \_\_\_\_\_

Cerebral Palsy \_\_\_\_\_

Movement Disorders \_\_\_\_\_

Progressive Neurologic Disease \_\_\_\_\_

Cerebral Vascular Accident \_\_\_\_\_

Central Nervous System Infections \_\_\_\_\_

Other abnormality \_\_\_\_\_

**OTHER POTENTIALLY DISQUALIFYING CONDITIONS**

The causes for disqualification are not limited by the above list of potentially disqualifying conditions. The physician/practitioner may ask any question, make any examination and disqualify a candidate for any condition(s) which in his/her medical judgment would render the candidate, with or without reasonable accommodation, unable to perform the essential functions of an entry-level police officer.

List any other potentially disqualifying conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm that the information provided to the physician/practitioner is true under the penalties of perjury.

Signature of Candidate \_\_\_\_\_ Date: \_\_\_\_\_

The candidate meets the Medical and Physical Fitness Standards prescribed by the Municipal Police Training Council with or without reasonable accommodations:

Circle One

Yes No

If no, reason(s) for disqualification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If, in your opinion, the candidate can perform the essential functions of an entry-level police officer with a reasonable accommodation, please describe the accommodation required:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Examining Physician/Practitioner: \_\_\_\_\_

Date: \_\_\_\_\_

**POLICE OFFICER HEARING TEST\***

\_\_\_\_\_  
Civil Service Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Signature

	<u>Left Ear</u>	<u>Right Ear</u>
Decibel Loss at 500 Hz	_____	_____
Decibel Loss at 1000 Hz	_____	_____
Decibel Loss at 2000 Hz	_____	_____
Decibel Loss at 3000 Hz	_____	_____
Decibel Loss at 4000Hz	_____	_____
Decibel Loss at 6000Hz	_____	_____

The candidate meets the Hearing Standards prescribed by the Municipal Police Training Council:

Circle One  
Yes    No

\_\_\_\_\_  
Signature - (Physician/Practitioner)

\_\_\_\_\_  
Date

\* ANSI (1969 or Subsequent Specifications)

## POLICE OFFICER CANDIDATE CHECKLIST

NAME: \_\_\_\_\_

**I. APPLICATION**

**YES**

**NO**

Citizenship

\_\_\_\_\_

\_\_\_\_\_

Residency (If Required)

\_\_\_\_\_

\_\_\_\_\_

High School or Equivalency

\_\_\_\_\_

\_\_\_\_\_

Drivers License

\_\_\_\_\_

\_\_\_\_\_

**OTHER APPLICATION PROBLEMS:** \_\_\_\_\_

**II. PHYSICAL FITNESS**

**YES**

**NO**

Achieved Minimum Passing

Score on Each Standard

\_\_\_\_\_

\_\_\_\_\_

**III. MEDICAL**

**MEETS STANDARDS**

**Please see the Standards for a complete listing of potentially disqualifying conditions.**

**YES**

**NO**

Blood Pressure

\_\_\_\_\_

\_\_\_\_\_

Urinalysis

\_\_\_\_\_

\_\_\_\_\_

Electrocardiogram

\_\_\_\_\_

\_\_\_\_\_

Drug Screening

\_\_\_\_\_

\_\_\_\_\_

Visual Acuity

\_\_\_\_\_

\_\_\_\_\_

Peripheral Vision

\_\_\_\_\_

\_\_\_\_\_

Color Vision

\_\_\_\_\_

\_\_\_\_\_

Depth Perception

\_\_\_\_\_

\_\_\_\_\_

Hearing

\_\_\_\_\_

\_\_\_\_\_

**OTHER MEDICAL PROBLEMS:** \_\_\_\_\_

**YES**

**NO**

CANDIDATE'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

STATEMENT OF APPROVAL  
OR DISAPPROVAL

\_\_\_\_\_

\_\_\_\_\_

PHYSICIAN/PRACTITIONER'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX E**





State of New York  
Division of Criminal Justice Services  
Office of Public Safety

**POLICE REGISTRY ENTRY FORM - CERTIFICATION OF EMPLOYMENT**  
(Executive Law § 845)

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THIS FORM IS USED TO REGISTER A POLICE OFFICER WITH THE DIVISION OF CRIMINAL JUSTICE SERVICES. **USE THIS FORM FOR ALL APPOINTMENTS AND TRANSFERS.** FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

---

Pursuant to Executive Law §845, police departments are required to register police officers with the Division of Criminal Justice Services (Division). The Division uses the police registry to determine an individual's eligibility to receive a police training certificate, and for other lawful purposes. The Division reserves the right to require further documentation as necessary to properly classify a registrant. The information provided may be added to the registry and made available pursuant to law.

**SECTION I: REGISTRANT INFORMATION**

This section must be completed by the police officer registrant. Only individuals appointed to positions defined in Criminal Procedure Law Article 1, Section 1.20, subdivision 34 are eligible for registration.

Type or print legibly, the registrant's full name, complete home mailing address, home street address if different, and county of home residence. Temporary addresses are not acceptable. If the registrant is temporarily living away from home (e.g. enrolled at a college or university, on military assignment, etc.) DO NOT list the temporary address. Enter the registrant's gender, date of birth and city/state/country of birth. Registrants not born in the United States MUST include a certified copy of one of the following: (1) naturalization papers; (2) Department of State Birth certificate; or (3) currently valid United States Passport. The registrant's social security number is also requested. While not required, the accuracy of linking future training records with appointment information cannot be assured without it. Carefully read the certification. Sign and date in the area provided. With the exception of social security number, the information in Section I is required. Incomplete submissions will not be processed.

**SECTION II: AGENCY INFORMATION**

Unless a written agreement is on file with the Division, this section must be completed by the Chief Law Enforcement Officer (Chief, Sheriff, Director) of the appointing authority. The Executive Law mandates that all police officers must be registered with the Division of Criminal Justice Services. The information in Section II identifies the law enforcement agency with which the registrant is a police officer.

Type or print legibly, the chief law enforcement officer's full name and title. Enter the agency name, agency address and telephone number (including area code). Enter information regarding the type of appointment, civil service classification and eligibility for appointment of the person named in Section I. Indicate whether a background investigation and residency check were conducted, and if fingerprints were submitted to DCJS. Carefully read the certification. Sign and date in the area provided. The information in Section II is required. Incomplete submissions will not be processed.

**SECTION III: CIVIL SERVICE INFORMATION**

This section must be completed for all registrants, both full and part time, by the appropriate civil service commission officer. Civil Service Law mandates that the appointment of officers to the police force of a police department or district must meet certain requirements. The information in Section III describes the registrant's appointment.

Type or print legibly, the civil service commission officer's full name and title. Enter the name, address and telephone number (including area code) of the civil service commission office. Enter the job title and civil service classification of the person named in Section I. This should be the specific title/classification to which the registrant was appointed and that appears on the agency payroll. Carefully read the certification. Sign and date in the area provided. The information in Section III is required. Incomplete submissions will not be processed.

#### **SECTION IV: OATH OF OFFICE**

This section must be completed by the appropriate registrar/recorder of oaths of office. The Public Officers' Law mandates that every officer take and file an oath of office. The Information in Section IV indicates the date the oath was taken by the registrant, the place of filing, and title of the office.

Type or print legibly, the registrar/recording officer's full name and title. Enter the name, address and telephone number (including area code) of the registrar's/recorder's office. Enter the date the person named in Section I took and filed the oath of office for the position to which he or she was appointed with the agency named in Section II. Indicate the title of the office to which the registrant was sworn (e.g. police officer, deputy sheriff, etc). Carefully read the certification. Sign and date in the area provided. The information in Section IV is required. Incomplete submissions will not be processed.

#### **Mailing Instructions**

Completed forms should be mailed to:

NYS Division of Criminal Justice Services  
Office of Public Safety - Police Registry  
4 Tower Place  
Albany, NY 12203

#### **Questions**

If you have any questions regarding this form, call (518) 457-2667 for assistance.

**POLICE REGISTRY ENTRY FORM/  
CERTIFICATION OF EMPLOYMENT**

**SECTION I – REGISTRANT INFORMATION** (To be completed by the registrant)

Last Name	First Name	MI	Date of Birth	Social Security Number
Home Residence Mailing Address	City, State, Zip	County of Home Residence		Gender <input type="checkbox"/> M <input type="checkbox"/> F
Home Residence Street Address (if Different)	City, State, Zip	City, State, Country of birth (if other than U.S.)		
<i>I am the person named above. I understand that the information in Section I is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.</i>				
Signature				Date

**SECTION II – AGENCY INFORMATION** (To be completed by the chief law enforcement officer)

Last Name	First Name	MI	Title of Person Signing Section II
Name of Law Enforcement Agency			Telephone
Address		City, State, ZIP	
Type of Appointment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Background Check Conducted <input type="checkbox"/> Yes <input type="checkbox"/> No	Residency Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Fingerprints submitted to DCJS <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>I am the chief law enforcement officer responsible for appointing the person named in Section I as a police officer of the above named law enforcement agency. I understand that the information in Section II is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.</i>			
Signature			Date

**SECTION III – CIVIL SERVICE INFORMATION** (To be completed by the civil service officer for all registrants full or Part-time)

Last Name	First Name	MI	Title of Person Signing Section III
Name of Civil Service or Personnel Agency			Telephone
Address		City, State, ZIP	
Title and Civil Service Classification of the Registrant			
<i>I am the civil service officer responsible for certifying the appointment of individuals appearing on the payroll of the law enforcement agency named in Section II. I understand that the information in Section III is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.</i>			
Signature			Date

**SECTION IV – OATH OF OFFICE** (To be completed by the registrar responsible for recording oaths of office)

Last Name	First Name	MI	Title of Person Signing Section IV
Name of Recording Office			Telephone
Address		City, State, ZIP	
Oath of Office Date	Oath of Office Title of the Registrant		
<i>I am the officer responsible for recoding the oaths of office of individuals appointed as police officers of the law enforcement agency named in Section II. The person named in Section I has filed an oath of office as a police officer, pursuant to an appointment received from the person named in Section II. I understand that the information in Section IV is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.</i>			
Signature			Date

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

**Visit the New York State  
Department of Civil Service website  
[www.cs.ny.gov](http://www.cs.ny.gov)**

**New York State  
Department of Civil Service  
Albany, NY 12239**

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