



*"History's Hometown"*

**CITY OF AUBURN**

Civil Service Commission

Issued: May 13, 2024

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

Announcement of open-competitive

**SPECIAL PATROL OFFICER**

**EXAMINATION #88-602**

EXAMINATION DATE: July 13, 2024

LAST FILING DATE: June 13, 2024

APPLICATIONS MUST BE POSTMARKED

NO LATER THAN: June 13, 2024

SALARY: \$30.00 per hour

**MINIMUM QUALIFICATIONS:**

Retired member of police or sheriff's department or division of state police, or a retired former corrections, parole, or probation officer.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS/APPOINTMENTS:**

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to Section 400.00 of Penal Law (Section 2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

SPO positions requiring fire arms must meet the standards outlined in Auburn Police Department POLICY 306 for fire arms qualification in accordance with the NYS Penal Law Article 35m, the NYS Criminal Procedural Law and the agency's policy related to the use of force. Failure to meet the recertification standard for the annual firearms proficiency skills test will result in termination of employment.

**NOTE:**

Former members of the New York State Police (appointed by Executive Law 31) and any other peace officers retired from non-competitive positions can be re-employed as Special Patrol Officers only by participating in a civil service examination for the position which is held annually as part of the Safety and Security Series.

**§ 209-v GML. Employment of retired persons as special patrolmen for publicly owned property.**

1. Notwithstanding any general, local, or special law or charter provision, the governing board of any political subdivision may authorize any police or law enforcement agency of such political subdivision to employ retired former members of police or sheriff's departments, or the division of state police.

2. Persons so employed shall have all the powers of Peace Officers, as set forth in Section 2.20 of the criminal procedure law, when performing the duties set forth in subdivision one of this section.

**§ 2.10 CPL. Persons designated as Peace Officers.**

-37. Special patrolmen of a political subdivision, appointed pursuant to section two hundred nine-v of the general municipal law; provided, however, that nothing in this subdivision shall be deemed to authorize such officer to carry, possess, repair, or dispose of a firearm unless the appropriate license therefore has been issued pursuant to Section 400.00 of the penal law.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a Peace Officer, as set forth in Section 2.20 of criminal procedure law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the Police Chief or Sheriff. The incumbent does related work as required.

**VACANCY:**

The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**RESIDENCY REQUIREMENT FOR EXAMINATION:**

None.

**RESIDENCY REQUIREMENT FOR APPOINTMENT:**

In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract. All employees shall reside within a 35 mile radius of the City of Auburn. In no event shall any employee reside outside of 35 miles from the City of Auburn. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

**APPLICATION FEE:**

The fee of **\$15.00** is required for each separately numbered examination for which you apply. This must accompany your application.

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

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

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**SUBJECT OF EXAMINATION:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**2. Applying written information in a safety and security setting**

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

**3. Principles and practices of safety and security**

These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

**4. Following directions (maps)**

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

**TEST GUIDE:**

A Guide for the Written Test for **Safety and Security** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CALCULATOR:**

Use of calculators is **ALLOWED** for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited.

**BACKGROUND INVESTIGATION:**

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

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**RELIGIOUS OBSERVER:**

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

**SPECIAL ACCOMMODATIONS:**

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

**MILITARY/ACTIVE DUTY:**

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

**VETERANS CREDITS:**

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

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

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.28 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**TIME AND PLACE OF EXAMINATION:**

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

**GENERAL INSTRUCTIONS AND INFORMATION:**

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

**Auburn Civil Service Commission:**

**John C. Hardy  
Mikel E. Zank  
Christina Tomasso**

**An equal opportunity employer**