

Kingston Civil Service Commission
City Hall – 420 Broadway, Kingston, NY 12401
Phone: (845) 334-3921 Fax: (8445) 334-3946



POLICE OFFICER (SPANISH SPEAKING)

EXAM # 66514

MINIMUM SALARY: \$45,178

WRITTEN EXAM DATE: Saturday, November 19, 2016

(See page 2 for Qualifying Physical Fitness Screening Test Date)

APPLICATION DEADLINE: October 3, 2016

Application must be received in the Kingston Civil Service Office no later than 4:00pm on the date above. There are **NO** exceptions.

APPLICATION FEE:

\$30.00 must accompany your application for each examination. Check or Money Order should be made payable to the *City of Kingston Comptroller*. Application fees are non-refundable. Applications without fee will not be considered for exam. *Only apply for those exams in which you know you qualify for. The fee is non-refundable.*

TIME AND PLACE OF WRITTEN EXAM:

Approved candidates will be notified by admission letter seven to ten days prior to the written test when and where to appear for this examination. *Be sure to bring the admission letter with you the day of the exam.* If you have not received an admission letter 3 days before the written test date, call 845-334-3921.

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED

FOR THE SAME DAY (CROSS-FILING): *See specific instructions on Page 4 of this announcement.*

APPOINTMENTS: The eligible list resulting from this examination will be used to fill full-time positions in the City of Kingston Police Department.

RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT: An applicant must be at the time of examination and for at least thirty (30) days prior thereto a resident of Ulster County or the contiguous counties (Columbia, Delaware, Dutchess, Greene, Orange or Sullivan County) to apply for this exam. Preference in appointment for City positions **may** be given to residents of the City of Kingston for at least **30 days prior to date of certification of the eligible list.**

CHANGE OF ADDRESS: It is the candidate's responsibility to complete a "**Change of Address Form**" and turn it in to the Kingston Civil Service Office upon a change in their place of residence. *This office will not accept any other change of address information if it has not been provided on, or supplemented by, this form. A candidate's address will be subject to verification prior to any appointment.* Forms can be found on the Kingston website at www.kingston-ny.gov

JOB DUTIES: The work involves the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of lives and property in an assigned area during specified periods, assisting in the investigation of criminal offenses and the apprehension of criminals. Work is performed under the direct supervision of a higher ranking officer with leeway allowed for exercise of judgment and action in emergencies. Full job description available upon request.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Must be proficient in both English and Spanish.

SPECIAL REQUIREMENT: Candidates must be at least 19 years of age on or before November 19, 2016 to be admitted to the written exam. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before November 19, 2016 are not qualified, with the exception indicated below.

EXCEPTION TO AGE REQUIREMENT: For purposes of meeting the above outlined age requirements, all persons who were engaged in military duty as defined in Section 243 (10-a) of the New York Military Law may deduct from their actual age the length of time spent in such military duty, provided the total deduction for military duty does not exceed six (6) years.

CITIZENSHIP: United States Citizenship is required to participate in the examination.

DRIVERS LICENSE: Candidates must possess a valid New York State Operators License at time of application.

NOTE: Conviction of a felony will bar appointment and conviction of a misdemeanor or other offense may bar appointment.

QUALIFYING PHYSICAL FITNESS SCREENING TEST DATES: The Physical Fitness Screening Test will be conducted on **October 12, 2016** for applicants who are approved to take the City of Kingston's written examination #66514. Additional dates may be scheduled without advance notice. Approved applicants will be provided with a Release of Liability form, Release to Participate form, Physical Fitness Screening Test form AND notification of the date, time and where to appear for their scheduled Physical Fitness Screening Test. Failure to appear for a scheduled Physical Fitness Screening Test will be considered an unqualified declination and the name of such candidate may be eliminated from future certification.

NOTARIZED RELEASE OF LIABILITY FORM, RELEASE TO PARTICIPATE FORM (with physician's release statement) AND PHYSICAL FITNESS SCREENING TEST FORM – must be completed and provided on the day of the scheduled Physical Fitness Screening Test. Failure to provide these forms may jeopardize your participation in the physical fitness portion of the examination and ultimately disqualify the candidate from taking the written portion of the examination.

Only those candidates passing the written portion of the examination, the qualifying Physical Fitness Screening Test and the oral Spanish speaking examination can be certified for appointment.

QUALIFYING PHYSICAL FITNESS TEST

The 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 result in failure of the Physical Fitness Test and the candidate will not be permitted to take the written examination.

SPECIAL REQUIREMENTS FOR ELIGIBLE LISTS: Candidates must pass the following pre-employment tests in order to remain on the eligible list and be considered for employment with the City of Kingston Police Department: Criminal background check; financial credit review; polygraph; psychological testing; neighborhood investigations; and previous employment history. Candidates who fail any of these tests will be disqualified and removed from the eligible list.

Eligible Lists: After the written portion of the exam, the names of successful candidates will be placed on a list of eligibles in rank order of final scores. The list will be established for at least one year.

Spanish Oral Examination: Candidates will be invited to take the Spanish speaking oral examination in the order of the scores they achieve on the written exam. The City of Kingston reserves the right to give the oral examination to only as many candidates as are needed to fill available vacancies. There will be no retakes of the oral examination.

MEDICAL EXAMINATION: Candidates who are given a conditional offer of employment will be scheduled to take the required medical examination. Waiver of the medical examination will not be allowed.

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

- 1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations:** These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
- 2. Memory for facts and information:** These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
- 3. Reading, understanding and interpreting written information:** These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
- 4. Preparing written material in a police setting:** These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

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

TEST GUIDES AND RESOURCE BOOKLETS: A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATOR STATEMENT: Use of a calculator is **PROHIBITED**.

PREPARATION/RATING OF EXAMINATIONS RULE: This examination will be prepared and rated in accordance with Section 23(2) of the civil Service law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL ACCOMODATIONS: Religious Accommodation – Handicapped Persons – Military Personnel – If special arrangements for testing are required, you must contact the Kingston Civil Service Office.

ADDITIONAL INFORMATION AND INSTRUCTIONS

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must notify the Kingston Civil Service Office no later than two weeks prior to the test date of your intent to take both a State and Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For City of Kingston examinations, the Cross File form must be completed. This form is available in the Kingston Civil Service Office or online at www.kingston-ny.gov. **If you do not submit your Cross File form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days prior** to the exam date, call 334-3921.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

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. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at www.kingston-ny.gov.**

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the examination.

MILITARY PERSONNEL: Section 243-b of Military Law provides that any member of the armed forces of the United States of America who having duly filed an application to compete in a scheduled competitive examination for civil service employment by the state of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the state department of civil service or municipal commission, by way of a special military make-up examination. Section 243-c of the Military Law provides that individuals on active duty or individuals discharged from the armed forces after the filing period for an examination has begun are permitted to file an application no later than the close of business on November 3, 2014.

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.

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.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 had 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 additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicant 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 checks may result in disqualification.

EQUAL OPPORTUNITY: Federal and State Law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exams with the Kingston Civil Service Commission and may be subject to other penalties as prescribed by law.