

**POST CONSPICUOUSLY**



Municipal Civil Service Commission  
420 Broadway, Kingston, NY 12401  
(845) 334-3921 Office  
(845) 334-3946 Fax  
Office Hours: Monday – Friday 9:00am – 4:00pm

A NON-REFUNDABLE \$20.00 APPLICATION FEE IS REQUIRED.

**FORMS OF PAYMENT: CHECK OR MONEY ORDER ONLY  
MADE PAYABLE TO CITY OF KINGSTON COMPTROLLER**

**POLICE OFFICER EXAMINATION**

EXAM NUMBER

87231-010

STARTING SALARY

\$56,806 - \$63,118

EXAMINATION DATE

09/28/2024

APPLICATIONS ACCEPTED

Continuously

DEADLINE TO APPLY

FOR THE SEPTEMBER WRITTEN EXAM:

08/27/2024

VACANCIES

As they occur



DEADLINE FOR THE 2024 PHYSICAL AGILITY

07/26/2024

LOCATION OF PHYSICAL AGILITY EXAM

TBD

**ALL APPLICATIONS MUST BE FILED WITH THE CITY OF KINGSTON CIVIL SERVICE OFFICE BY THE FILING DEADLINE NO LATER THAN 4:00PM TO PARTICIPATE IN THE SEPTEMBER HOLDING.**

**MAILED APPLICATIONS RECEIVED AFTER THE DEADLINE WILL BE HELD FOR THE  
2025 WRITTEN EXAMINATION**

RESIDENCY REQUIREMENT

Candidates must be a legal resident of Ulster, Columbia, Delaware, Dutchess, Greene, Orange or Sullivan County at the time of examination and for at least one (1) month immediately preceding the date of exam and at the time of appointment.

**PREFERENCE IN APPOINTMENT:** Preference may be given to successful candidates who have been legal residents of the City of Kingston for at least one month immediately preceding the certification of the eligible list.

PHYSICAL FITNESS EXAMINATION

**CANDIDATES WHO HAVE NOT PASSED AND DO NOT PASS THE PHYSICAL FITNESS EXAMINATION BEING GIVEN ON JULY 27, 2024 WILL BE RESTRICTED ON THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THE WRITTEN EXAMINATION UNTIL SUCH TIME THE PHYSICAL AGILITY IS PASSED.**

*\*CANDIDATES WHO HAVE NOT REACHED THEIR 20<sup>TH</sup> BIRTHDAY BY JULY 27, 2024, WILL BE ADMITTED TO THE WRITTEN EXAM, HOWEVER WILL BE RESTRICTED ON THE ELIGIBLE LIST UNTIL SUCH TIME THEY PASS THE PHYSICAL FITNESS EXAMINATION.*

**APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE OFFICE NO LATER THAN 4:00PM ON THE FILING DEADLINE!!**

#### **WHERE TO GET AN APPLICATION:**

Applications can be downloaded from [www.kingston-ny.gov/Employment](http://www.kingston-ny.gov/Employment) OR applicants can pick them up in the KINGSTON Civil Service Office at 420 Broadway, Kingston, NY.

#### **WHERE AND HOW TO FILE AN APPLICATION**

Department of Civil Service, 420 Broadway – ground floor next to the elevator. Hours are 8:30am to 4:30pm Monday through Friday. Summer hours begin July 1<sup>st</sup> and are 9:00am to 4:00pm Monday through Friday.

**ONLY CHECK OR MONEY ORDER WILL BE ACCEPTED FOR PAYMENT MADE PAYABLE TO: CITY OF KINGSTON COMPTROLLER.**

**NO CASH OR CREDIT CARD PAYMENTS WILL BE ACCEPTED!!!**

**NOTE: DO NOT WAIT UNTIL THE LAST DAY TO FILE YOUR APPLICATION. THE DEADLINE IS STRICTLY ENFORCED!!!  
CANDIDATES SHOULD FILE AS SOON AS POSSIBLE AFTER PUBLICATION OF THE ANNOUNCEMENT FOR THE EXAM.**

#### **APPLICATION FILING FEE**

A **non-refundable application fee of \$20.00 is required.** The required fee must accompany your application. **Submit check or money order payable to “City of Kingston Comptroller”.** Write the examination number and your name on your check or money order. **Application fees are non-refundable.** If you are disqualified from or fail to appear for the examination, your fee will not be refunded. Therefore, you are urged to compare your qualifications carefully with the requirements for the exam.

**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/Employment](http://www.kingston-ny.gov/Employment).

**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.

#### **APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Also known as 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/Employment](http://www.kingston-ny.gov/Employment). 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.

**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 845-334-3921.

**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/Employment](http://www.kingston-ny.gov/Employment).

**MINIMUM QUALIFICATIONS:** On the date of the examination, candidates must meet the following requirements:

**AGE:** Candidates must be at least 19 years and 6 months old on or before the written examination to be admitted to the exam. Eligibility for appointment begins when candidates reach their 20<sup>th</sup> birthday. CSL Section 58 established a maximum age limitation of 35 years of age as of the date the individual takes the written examination (eligibility ceases upon a candidate's 35<sup>th</sup> birthday). Time spent on military duty, not exceeding a total of six (6) years (Volunteer service after July 1, 1970 is limited to a total of four (4) years unless performed during a period of war or national emergency, shall be subtracted from the age of any applicant who has passed his/her 35<sup>th</sup> birthday. Section 58.1(a) of Civil Service Law requires that applicants not be "more than 35 years of age as of the date the individual 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 City of Kingston's alternate test date policy) are advised to contact the City of Kingston Civil Service Personnel to discuss their request.

**EDUCATION:** Candidates must be a high school graduate or possess a high school equivalency diploma issued by an education department of any of the states of the United States of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level at time of appointment.

**AT TIME OF APPOINTMENT THE FOLLOWING REQUIREMENTS MUST BE MET:**

**CITIZENSHIP:** Candidates must be citizens of the United States at time of appointment.

**LICENSE:** Possession of a valid New York State driver's license at time of appointment.

**FILING DEADLINE:** All applications and filing fees must be received in the Kingston Civil Service Office no later than 4:00 pm on the filing date deadline. Postmarked mail will not be accepted if received after the filing deadline. Please do not mail applications unless you know they will be received by the deadline. The City is not responsible for applications received via mail after the filing deadline.

**RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT:** An applicant must at the time of examination and for at least one month prior thereto be a resident of Ulster County or one of the counties contiguous to Ulster County which includes Columbia, Delaware, Dutchess, Greene, Orange and Sullivan County to apply for this exam. Preference in appointment for City of Kingston 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.

**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.

## SUBJECT OF EXAMINATION

There will be a written test which you must pass in order to be considered for appointment. The written test will establish knowledge, skills and /or abilities in such areas as:

- 1. SITUATIONAL JUDGMENT** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
- 2. LANGUAGE FLUENCY** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
- 3. INFORMATION ORDERING AND LANGUAGE SEQUENCING** – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
- 4. PROBLEM SENSITIVITY & REASONING** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
- 5. SELECTIVE ATTENTION:** These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
- 6. VISUALIZATION** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
- 7. SPATIAL ORIENTATION** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

### Test guide:

A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

### QUALIFYING PHYSICAL FITNESS SCREENING TEST

Location TBD. Date of the exam will be on July 27, 2024. The exam will take place on a first come, first serve basis. Applicants MUST bring the **RELEASE OF LIABILITY FORM AND RELEASE TO PARTICIPATE IN THE FITNESS SCREENING TEST FORM\*** with them to the exam in order to participate. Failure to bring the completed forms notarized by a Notary and signed by a Physician will result in disqualification from both the written and physical fitness examinations.

Failure to appear for the physical fitness examination will be considered an unqualified declination and the candidate will be disqualified from the Police Officer examination.

Applicants who have not reached the age of 20 by July 27, 2024 will be allowed to take the written examination. Eligibility on the list will be restricted until passing the physical fitness examination.

\*Forms can be found on the website at [www.kingston-ny.gov/Employment](http://www.kingston-ny.gov/Employment)

### PHYSICAL FITNESS TEST STANDARDS

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 remove your name from further consideration for appointment.

**MEDICAL EXAMINATION:** Candidates who are given a conditional offer of employment will be scheduled to take the required medical examination as well as the physical fitness examination prior to appointment. Waiver of the medical examination and/or the physical fitness examination will not be allowed. Copies of the medical standards are available upon request from the City of Kingston Civil Service Office.

**PSYCHOLOGICAL EVALUATION:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

**INVESTIGATIVE SCREENING:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

In addition applicants are required to pass a pre-employment background investigation to include, criminal background check, financial credit review, Polygraph, neighborhood investigation, and previous employment history.

Candidates who fail any of the pre-employment tests may be restricted from certification.

Drug testing is included in the required medical exam.

Applicant is responsible for 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 and complete a probationary term in order to attain permanent status in the position.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Candidates must retake the physical fitness examination prior to being appointed off the eligible list if appointed after one year of passing the initial physical fitness exam. Physical Fitness examination results are good for **one year only**. The City of Kingston does not accept Physical Fitness examination results from other agencies.

**ELIGIBLE LISTS:** After the written portion of the exam, the names of successful candidates will be placed on an eligible list in rank order of final scores. The list will be established for at least one year.

**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 on the website at [www.kingston-ny.gov/Employment](http://www.kingston-ny.gov/Employment) or at the Civil Service 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 of military status 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.

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York State Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments. Please contact the Kingston Civil Service Commission Office for details.

**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.