



**Kingston Civil Service Commission
Announces an
Open Competitive Examination for Police Officer**

WRITTEN EXAM TO BE GIVEN: **November 15, 2014**
EXAMINATION TITLE: **Police Officer**
EXAMINATION NUMBER: **65050**
SALARY: **\$45,178**

APPLICATIONS MUST BE RECEIVED NO LATER THAN October 8, 2014 BY 3:00pm.

PLEASE POST CONSPICUOUSLY

FILL IN ALL REQUESTED INFORMATION CLEARLY, ACCURATELY AND COMPLETELY. APPLICATION PACKAGES WILL BE REFUSED UNLESS FULLY COMPLETED AND SUBMITTED PRIOR TO THE CLOSE OF THE APPLICATION ACCEPTANCE PERIOD. APPLICATIONS WILL BE DISAPPROVED FOR MISSING REQUIRED INFORMATION AFTER THE ACCEPTANCE PERIOD.

FEE: A **\$30.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order (**DO NOT SUBMIT CASH**), with examination number, payable to City Comptroller, City of Kingston, 420 Broadway Kingston, NY 12401.

NOTICE TO CANDIDATES: Your application for this test is part of the examination process. Applications must be completely filled out, with all pertinent information stated. The Civil Service Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet minimum qualifications will be disapproved.

All candidates are required to bring photo identification.

ADMISSION TO EXAM: Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call the Civil Service Office at 845-334-3921 if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after the exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

EXAM ELIGIBILITY: 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. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet the announced requirements. Depending on the time available before the examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will not be notified of their score.

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.**

VACANCIES: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the City of Kingston Police Department.

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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Special Requirement:

AGE: Candidates must be at least 19 years of age on or before November 15, 2014 to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20.

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.

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:

- Pre-employment physical fitness test administered under the supervision of the Kingston Civil Service Personnel.
- Pre-employment background investigation which will include the following:
 1. Criminal Background Check
 2. Financial Credit Review
 3. Polygraph
 4. Psychological Testing
 5. Neighborhood Investigations
 6. 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.

Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City of Kingston reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies. There will be no retakes of the performance examination (physical agility).

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 remove your name from further consideration for appointment.

Candidates who pass the written but who fail or who do not appear for the qualifying portions (physical fitness/medical) of the examination when scheduled will be eliminated from further testing and consideration for purposes of this competition.

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. Copies of the medical standards are available upon request from the City of Kingston Civil Service Office.

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.** The eligible list resulting from this examination will be used to fill full-time and Part-time vacancies which may occur during the life of the list with the City of Kingston Police Department.

SUBJECT OF EXAMINATION: Subjects 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.

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**.

SPECIAL NOTE: 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. Candidates who are called to military service after filing an application should send requests for an alternate test date to Civil Service Office, 420 Broadway, Kingston, NY 12401 as soon as possible before the test date.

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.

CROSS FILER STATEMENT: Applications may be obtained on our website at www.kingston-ny.gov or at the Civil Service Office, City Hall, 420 Broadway, Kingston, NY. Application received/postmarked after the filing deadline will not be accepted. This department does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. If you have applied for any other civil service examinations 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. You must make your request for these arrangements no later than **TWO** weeks before the date of the examinations. You must notify 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.

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.

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.

For further information:
Kingston Civil Service Commission
City Hall
420 Broadway
Kingston, NY 12401
(845) 334-3921
www.kingston-ny.gov