

WESTCHESTER COUNTY **CIVIL SERVICE CAREER** **OPPORTUNITIES**

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 7/25/16

Exam #: 69-547

Exam Date: 11/19/16

Date Posted: 6/24/16

JBCL: P9208, 0134

POLICE OFFICER

Westchester County Department of Public Safety,
Towns & Villages, Cities of Peekskill and Rye

A NON-REFUNDABLE \$100.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

**Westchester County is only accepting applications submitted on-line for the 2016 Police Officer examination. Paper Applications WILL NOT be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR**

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to complete the on-line application. **The NON-REFUNDABLE application processing fee MUST be paid on-line using a credit card.** Visa, MasterCard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

Varies with Appointing Authority

VACANCIES

The list will be used to fill vacancies as they occur in the Westchester County Department of Public Safety and in all Westchester County Towns, Villages and the Cities of Peekskill and Rye.

Appointment to one department from this eligible list results in ineligibility for certification of a candidate's name to other departments.

RESIDENCY REQUIREMENT

1. Eligibility: **All candidates for examination must be a legal resident of Westchester County at the time of examination and for at least one month prior thereto (October 19, 2016).** Candidates will be required to submit proof of residency when requested.

The following documents will be accepted as proof of residency:

- 2015 Tax transcript (must request from IRS)
- Most recent utility bill (electric, water, gas, etc.)
- Most recent phone bill (land line only)
- Most recent mortgage bill
- Most recent rent bill or lease and copy of proof of latest month's payment (cancelled check or copy of money order)
- Most recent property or school tax bill

For candidates who reside with their parent(s) who are residents of Westchester County, the following documents will be accepted as proof of residency:

- A notarized statement from a parent stating that the candidate resides with them, and has as of October 19, 2016 or earlier; and
- A copy of one of the documents listed in (a) above establishing the parent(s) residency; and:
- A copy of the candidate's valid New York State Driver's license reflecting his/her parent's address.

2. RESIDENT PREFERENCE IN APPOINTMENT:

Preference may be given to eligibles who were residents of the appointing jurisdiction at the time of the examination and for at least one month prior thereto, so long as they actually reside, at the time of appointment, in the municipality given in the application.

3. Residency requirements at time of appointment are those established in section 3.2 of the Public Officers Law. Please see the last page of announcement for those requirements.

AFTER APPOINTMENT: Certain local jurisdictions may require newly appointed police officers to establish residence within or near their boundaries. Applicants should check with the jurisdiction of their choice to ascertain any local requirements in this regard.

DUTIES

Under direct supervision, performs police duties for the Westchester County Department of Public Safety or in a Town, Village, or in the Cities of Peekskill or Rye in Westchester County; does related work as required. This position involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances.

MINIMUM QUALIFICATIONS

IN ADDITION TO BEING A RESIDENT OF WESTCHESTER COUNTY, CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

EDUCATION: At the time of examination, either: (A) Graduation from a standard senior high school; or (B) possession of a high school equivalency diploma or a USAFIGED.

AGE: New York State law currently limits appointment as a Police Officer only to those individuals who have reached their 20th birthday. Appointments from among those who pass the examination must adhere to age limitations that exist at that time. Individuals who do not satisfy such limitations will be restricted from appointment, but will become eligible if the limitations change to include their age. (However, there is no minimum age requirement to take the examination).

Maximum Age for Participation in the Examination: *Candidates who reach their 35th 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 (10a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

*Section 58.1 (a) requires that applicants not be more than thirty-five (35) 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 duty or, Sabbath Observance or for an alternate test date situation which meets the conditions of Westchester County's Alternate Test Date Policy) are advised to contact the Recruitment and Selection Unit to discuss their request.

LICENSE: A current, valid New York State driver's license will be required at time of appointment.

MEDICAL AND PHYSICAL REQUIREMENTS: The current Medical and Physical Fitness Standards of the Municipal Police Training Council (MPTC) are available at the Westchester County Department of Human Resources for a cost of \$10.00 (check or money order made out to the Westchester County Department of Human Resources). It should be noted that in addition to the written examination, an assessment of an individual's physical fitness may be made.

1. Candidates who achieve a passing score on the written test will be required to pass a qualifying physical agility test established by the Municipal Police Training Council (MPTC)
2. Candidates offered the position of Police Officer will be required to pass the medical standards established by the MPTC, and a psychiatric evaluation will be required prior to appointment
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Candidates should also be aware that an offer of employment as a Police Officer may be contingent on participation in and passing of a substance abuse test designated by the Appointing Authority, and thereafter may be required to participate in such testing on a periodic basis during the eighteen (18) month probationary period after appointment. Evidence of substance abuse may lead to disqualification from appointment or termination from employment.

FEES FOR SERVICES/PROCESSING: It is anticipated that all costs for processing, medical tests/evaluations and psychiatric tests/evaluations will be paid by the candidate at time of offer of employment.

BACKGROUND INVESTIGATION: Applicants may be subject to a pre-employment background investigation and a criminal record search TO BE CONDUCTED BY THE APPOINTING AUTHORITY. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other violation of law may bar examination and/or appointment. A person adjudicated as a youthful offender may be disqualified for appointment. Because of the nature of this position, successful candidates will undergo a thorough investigative screening to determine suitability for appointment as a Police Officer.

Failure to meet the standards set for the investigative screening may result in disqualification. Prior to an offer of employment each candidate may be fingerprinted and be required to submit a fee determined by the N.Y. State Division of Criminal Justice Services to conduct a criminal record search. The refusal of any candidate to submit the required fee shall, in itself, constitute a declination of a valid offer of appointment. Candidates will be instructed at the appropriate time when and how to submit payment.

CITIZENSHIP: U.S. citizenship is required at time of appointment. It is not necessary for admission to the examination.

NOTE: Prior to appointment, you will be required to show proof of the following documents:

- High School Diploma or GED
- Birth Certificate
- Social Security Card
- Residency one month prior (10/19/2016) to the date of the written exam: 11/19/2016, as well as prior to the date of appointment from the eligible list, if applicable (see chart on last page of announcement). Proof of residency will be subject to in depth investigation at time of potential appointment. Any misrepresentations may result in disqualification, discharge and/or misdemeanor charges.
- Current, valid N.Y.S. Driver's License
- Citizenship certificate (if you are a naturalized U.S. Citizen)

SUBJECT OF EXAMINATION

WRITTEN TEST is 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. **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.

P.E.R.C. STATEMENT

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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

Study Guide: The New York State Civil Service Commission has prepared a study guide, "Entry Level Police Officer Series," that is available for downloading on the Westchester County Department of Human Resources website:

www.westchestergov.com/hr (click on the link for 2016 Police Officer Examination), or in hard copy form at the Westchester County Department of Human Resources, Suite 100.

Examination #69-547, Police Officer and examination #69-548, Police Officer (Spanish Speaking) will be given on the same day. In order to appear on both eligible lists (resulting from these examinations), you must submit a separate application and application fee for each examination number.

****PHYSICAL FITNESS SCREENING TEST:** (As mandated by the New York State Municipal Police Training Council)

Test Components/Stations:

Candidates will go from Stations I through III in order. Each station is pass/fail. Candidates must pass each station in order to proceed to the next station. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. See the following chart.

Station I **Sit-up** - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Monitor holds the feet down firmly. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. To pass this component, candidate must complete the requisite number of correct sit-ups in one minute.

Station II **Push-Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps). The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The monitor places one fist on the floor below the candidate's chest. If a male monitor is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (**elbows extended**), the candidate must keep the back straight at all times and lower the body to the floor until the chest touches the monitor's fist. The candidate then returns to the up position. **This is one repetition.**

The candidate's score will consist of the number of correct repetitions performed **without break** (i.e. failing to extend the elbows, one or both knees touching the floor, hitting the floor, remaining on the floor, stopping).

Station III **Mile Run** - Candidate must be successful on Stations I and II in order to participate in Station III. It will be administered over a course of 1.5 miles. Candidate will be informed of his/her lap time during the test.

SCORING CHART

<u>AGE/SEX</u>		<u>TEST</u>	
<u>MALE</u>	<u>SIT-UP</u>	<u>PUSH-UP</u>	<u>1.5 MILE RUN</u>
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
<u>FEMALE</u>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31

Should a candidate take the Physical Fitness Screening Test and receive a failing grade, the candidate's name will be removed from the eligible list for the life of the list. Should a candidate take the Physical Fitness Screening Test and receive a passing grade, that grade is effective for two years. Candidates must retake the Screening Test in order to be appointed beyond the two year point.

Physical Fitness Screening Test results from other civil service jurisdictions may not be accepted for purposes of appointment with Westchester County or agencies under its jurisdiction.

CROSS-FILER STATEMENT:

If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to complete and return the Cross Filer Form, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than (2) two weeks prior to the examination date. Failure to provide such information may result in disqualification from one or more examinations in this series.

***There is NO reciprocity with New York City. If both exams are held on the same date, you must make a choice between the two and you will not be able to take both exams.**

If you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on the test material.

VETERANS CREDITS:

Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination.

CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Requirements for Special Rights for Veterans" for details regarding the use of these credits.

Veterans credits can only be added to a passing score on the examination.

Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST SEND A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and send a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.

Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive an additional ten points on 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 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.

ELIGIBLE LISTS:

Lists are established for a minimum of one year to a maximum of four years. If initially established for one year, lists may be further extended up to a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.

NOTICE TO CANDIDATES:

Most Civil Service written tests do not require the use of a calculator or slide rule. The use of calculators is **PROHIBITED** for this examination. You may not bring books or other reference materials to the examination location.

FOR COUNTY EMPLOYMENT - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug- free work environment, you may be required to submit to a urinalysis and/or blood test.

FOR COUNTY EMPLOYMENT – If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

CURRENT CONTACT DATA - Candidates **MUST** report, in writing, all changes of mailing or e-mail address or telephone numbers to the Department of Human Resources in order to continue to receive communications from this department and canvass letters for employment. Changes should be directed to: Westchester County Department of Human Resources; Recruitment and Selection Unit, 148 Martine Avenue Suite 100, White Plains, New York 10601.

HOW TO APPLY: Westchester County is **ONLY** accepting **applications submitted ON-LINE** for the 2016 Police Officer examination. Paper Applications will **NOT** be accepted.

TO APPLY ON-LINE VISIT: www.westchestergov.com/hr

APPLICATION FILING FEE

A \$100.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

NOTE: RELIGIOUS ACCOMMODATION - Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Testing Accommodation" on your application. We will make arrangements for you to take the test on a different date.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Admission notices may not be mailed to candidates until ten days prior to the examination date.

Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (914-995-2117) for instructions.

Candidates who receive a disqualification notice and wish to appeal such disqualification must do so in writing within 10 days of receipt of the notice.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

AT TIME OF **APPOINTMENT**, CANDIDATES MUST MEET THE FOLLOWING RESIDENCY REQUIREMENTS TO BE ELIGIBLE FOR APPOINTMENT IN THE JURISDICTIONS LISTED:

<u>Resident of</u>	<u>Eligible for Appointment in these local jurisdictions</u>	
WESTCHESTER	<u>ALL</u>	
BRONX	<u>ALL</u>	
DUTCHESS	<u>ONLY</u>	Bedford, Briarcliff Manor, Buchanan, Croton-on-Hudson, Elmsford, Greenburgh, Harrison, Irvington, Lewisboro, Mount Kisco, Mount Pleasant, New Castle, North Castle, North Salem, Ossining (Town & Village), Peekskill, Pleasantville, Pound Ridge, Rye Brook, Sleepy Hollow, Somers, Tarrytown, Yorktown and Department of Public Safety
KINGS	<u>ONLY</u>	Larchmont, Mamaroneck, (Town & Village), Port Chester, Rye Brook, Rye City, Pelham Manor and Department of Public Safety
NASSAU	<u>ALL</u>	
NEW YORK	<u>ALL EXCEPT</u>	Lewisboro and North Salem
ORANGE	<u>ALL</u>	
PUTNAM	<u>ALL</u>	
QUEENS	<u>ALL EXCEPT</u>	Buchanan, Lewisboro, North Salem, Peekskill and Somers
RICHMOND	<u>ONLY</u>	Department of Public Safety, Pelham Manor and Rye Brook
ROCKLAND	<u>ALL</u>	
SUFFOLK	<u>ALL</u>	
SULLIVAN	<u>ONLY</u>	Department of Public Safety and Rye Brook
ULSTER	<u>ONLY</u>	Bedford, Buchanan, Croton-on-Hudson, Greenburgh, North Salem, Ossining (Town & Village), Peekskill, Rye Brook, Somers, Yorktown and Department of Public Safety

Candidates will be required to supply verifiable documentation as to proof of residency in a subsequent investigating procedure.

PLEASE NOTE: AT TIME OF **EXAMINATION**, AND ONE MONTH PRIOR THERE TO, CANDIDATES MUST BE RESIDENTS OF WESTCHESTER COUNTY AS DETAILED ON PAGES 1 & 2 OF THIS EXAM ANNOUNCEMENT.

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WRITTEN AND LANGUAGE ORAL
PROFICIENCY TESTS

JBCL: P9209, 0135

POLICE OFFICER (SPANISH SPEAKING)

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5. Candidates offered the position of Police Officer will be required to pass the medical standards established by the MPTC and a psychiatric evaluation will be required prior to appointment
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- Current, valid N.Y.S. Driver's License
- Citizenship certificate (if you are a naturalized U.S. Citizen)

SUBJECT OF EXAMINATION

This examination will consist of two parts: a weighted multiple-choice written examination and a qualifying Spanish Language Oral Proficiency test, which will be held on a separate weekday date.

WRITTEN TEST is 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. **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 SPANISH LANGUAGE PROFICIENCY TEST for this examination will be held at a later weekday date.* This exam is designed to evaluate the candidate's proficiency in the Spanish language of listening and reading comprehension as well as oral abilities. Language proficiency is evaluated in terms of:

1. ACCENT: Pronunciation of individual sounds (consonants and vowels), as well as pitch and stress.
2. GRAMMAR: Grammatical accuracy of words and groups of related words.

3. VOCABULARY: Adequacy of vocabulary (both sufficiency and accuracy of use) for the topics discussed.
4. FLUENCY: General smoothness and evenness of discourse.
5. COMPREHENSION: Completeness and speed of speech contributing to understandability.

The Spanish Proficiency Level required for this examination, as determined by the New York State Department of Civil Service, is Level 2. Candidates who have passed a qualifying Spanish Language Proficiency test given by the Westchester County Department of Human Resources at Level 2 or above may be waived from the required language proficiency test for this examination.

LEVEL 2 - WORKING PROFICIENCY - characterized by conversational ease of expression: Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary. Can read with understanding standard newspapers, correspondence and official documents.

*Note: The Westchester County Department of Human Resources reserves the right to administer the Language Proficiency test to either only candidates who pass the written test or to all who sit for the written test. Those who will be tested for language proficiency will be notified by the Westchester County Department of Human Resources about the time and place of this test. Only a sufficient number of candidates needed to fill present vacancies may be called to take part in this qualifying portion of the examination. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying test.

P.E.R.C. STATEMENT

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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

Study Guide: The New York State Civil Service Commission has prepared a study guide, "Entry Level Police Officer Series," that is available for downloading on the Westchester County Department of Human Resources website: www.westchestergov.com/hr (click on the link for 2016 Police Officer Examination), or in hard copy form at the Westchester County Department of Human Resources, Suite 100.

Examination 69-547, Police Officer and examination #69-548, Police Officer (Spanish Speaking) will be given on the same day. In order to appear on both eligible lists (resulting from these examinations), you must file a separate application and application fee for each examination number.

****PHYSICAL FITNESS SCREENING TEST:** (As mandated by the New York State Municipal Police Training Council)

Test Components/Stations:

Candidates will go from Stations I through III in order. Each station is pass/fail. Candidates must pass each station in order to proceed to the next station. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. See the following chart.

Station I **Sit-up** - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Monitor holds the feet down firmly. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. To pass this component, candidate must complete the requisite number of correct sit-ups in one minute.

Station II **Push-Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps). The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The monitor places one fist on the floor below the candidate's chest. If a male monitor is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (**elbows extended**), the candidate must keep the back straight at all times and lower the body to the floor until the chest touches the monitor's fist. The candidate then returns to the up position. **This is one repetition.**

The candidate's score will consist of the number of correct repetitions performed **without break** (i.e. failing to extend the elbows, one or both knees touching the floor, hitting the floor, remaining on the floor, stopping).

Station III **Mile Run** - Candidate must be successful on Stations I and II in order to participate in Station III. It will be administered over a course of 1.5 miles. Candidate will be informed of his/her lap time during the test.

SCORING CHART

<u>AGE/SEX</u>		<u>TEST</u>	
<u>MALE</u>	SIT-UP	PUSH-UP	1.5 MILE RUN
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
<u>FEMALE</u>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31

Should a candidate take the Physical Fitness Screening Test and receive a failing grade, the candidate's name will be removed from the eligible list for the life of the list. Should a candidate take the Physical Fitness Screening Test and receive a passing grade, that grade is effective for two years. Candidates must retake the Screening Test in order to be appointed beyond the two year point.

Physical Fitness Screening Test results from other civil service jurisdictions may not be accepted for purposes of appointment with Westchester County or agencies under its jurisdiction.

CROSS-FILER STATEMENT:

If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to complete and return the Cross Filer Form, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than (2) two weeks prior to the examination date.

Failure to provide such information may result in disqualification from one or more examinations in this series.

***There is NO reciprocity with New York City. If both exams are held on the same date, you must make a choice between the two and you will not be able to take both exams.**

If you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on the test material.

VETERANS CREDITS:

Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination.

CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102.

If these documents are not submitted within sixty days of filing your application, your claim will be denied. "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Requirements for Special Rights for Veterans" for details regarding the use of these credits.

Veterans credits can only be added to a passing score on the examination.

Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST SEND A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and send a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.

Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive an additional ten points on 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 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.

ELIGIBLE LISTS:

Lists are established for a minimum of one year to a maximum of four years. If initially established for one year, lists may be further extended up to a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.

NOTICE TO CANDIDATES:

Most Civil Service written tests do not require the use of a calculator or slide rule. The use of calculators is **PROHIBITED** for this examination. You may not bring books or other reference materials to the examination location.

FOR COUNTY EMPLOYMENT - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug- free work environment, you may be required to submit to a urinalysis and/or blood test.

FOR COUNTY EMPLOYMENT – If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

CURRENT CONTACT DATA - Candidates **MUST** report, in writing, all changes of mailing or e-mail address or telephone numbers to the Department of Human Resources in order to continue to receive communications from this department and canvass letters for employment. Changes should be directed to: Westchester County Department of Human Resources; Recruitment and Selection Unit, 148 Martine Avenue Suite 100, White Plains, New York 10601.

HOW TO APPLY: Westchester County is ONLY accepting applications submitted ON-LINE for the 2016 Police Officer examination. Paper Applications will NOT be accepted.

TO APPLY ON-LINE VISIT: www.westchestergov.com/hr

APPLICATION FILING FEE

A \$100.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

NOTE: RELIGIOUS ACCOMMODATION - Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Testing Accommodation" on your application. We will make arrangements for you to take the test on a different date.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Admission notices may not be mailed to candidates until ten days prior to the examination date. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (914-995-2117) for instructions.

Candidates who receive a disqualification notice and wish to appeal such disqualification must do so in writing within 10 days of receipt of the notice.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

AT TIME OF **APPOINTMENT**, CANDIDATES MUST MEET THE FOLLOWING RESIDENCY REQUIREMENTS TO BE ELIGIBLE FOR APPOINTMENT IN THE JURISDICTIONS LISTED:

<u>Resident of</u>	<u>Eligible for Appointment in these local jurisdictions</u>	
WESTCHESTER	<u>ALL</u>	
BRONX	<u>ALL</u>	
DUTCHESS	<u>ONLY</u>	Bedford, Briarcliff Manor, Buchanan, Croton-on-Hudson, Elmsford, Greenburgh, Harrison, Irvington, Lewisboro, Mount Kisco, Mount Pleasant, New Castle, North Castle, North Salem, Ossining (Town &

		Village), Peekskill, Pleasantville, Pound Ridge, Rye Brook, Sleepy Hollow, Somers, Tarrytown, Yorktown and Department of Public Safety
KINGS	<u>ONLY</u>	Larchmont, Mamaroneck, (Town & Village), Port Chester, Rye Brook, Rye City, Pelham Manor and Department of Public Safety
NASSAU	<u>ALL</u>	
NEW YORK	<u>ALL EXCEPT</u>	Lewisboro and North Salem
ORANGE	<u>ALL</u>	
PUTNAM	<u>ALL</u>	
QUEENS	<u>ALL EXCEPT</u>	Buchanan, Lewisboro, North Salem, Peekskill and Somers
RICHMOND	<u>ONLY</u>	Department of Public Safety, Pelham Manor and Rye Brook
ROCKLAND	<u>ALL</u>	
SUFFOLK	<u>ALL</u>	
SULLIVAN	<u>ONLY</u>	Department of Public Safety and Rye Brook
ULSTER	<u>ONLY</u>	Bedford, Buchanan, Croton-on-Hudson, Greenburgh, North Salem, Ossining (Town & Village), Peekskill, Rye Brook, Somers, Yorktown and Department of Public Safety

Candidates will be required to supply verifiable documentation as to proof of residency in a subsequent investigating procedure.

PLEASE NOTE: AT TIME OF **EXAMINATION**, AND ONE MONTH PRIOR THERE TO, CANDIDATES MUST BE RESIDENTS OF WESTCHESTER COUNTY AS DETAILED ON PAGES 1 & 2 OF THIS EXAM ANNOUNCEMENT.

www.westchestergov.com/hr