

**CITY OF NORWICH ANNOUNCES**

**Assistant Police Chief – Type B  
Civil Service Exam held in the City of Norwich  
(Promotional)**

<b>Exam Date</b>	<b>Exam Number</b>	<b>Application Fee</b>	<b>Application Deadline</b>
<b>March 15, 2025</b>	<b>70003740</b>	<b>\$20.00 for City Residents \$25.00 for non-residents</b>	<b>February 3, 2025</b>

\*The non-refundable Application and Administrative Fee must be submitted at time of application.

A “fee waiver” is available to candidates who meet the requirements.

**It is the applicant’s responsibility to clearly show that they meet the minimum qualifications for the position.**

**Salary:** \$90,480-\$104,957

**Vacancy:** This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible candidate may receive only one Permanent appointment from the Eligible List. Once appointed, there will be a probation period of 8-52 weeks based on performance of duties.

**Residency Requirements:** Candidates must be a resident of Chenango County or continuous counties (Broome, Cortland, Delaware, Madison, and Otsego) for at least one month immediately preceding the date of the written test. Candidates must meet residency requirements as stated in Public Officers Law, Union Contract, and local laws that are in effect at the time of appointment.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma; and eight (8) years’ experience as a police officer as defined in the New York State Code of Criminal Procedure at least two of which shall have been in a supervisory position equivalent to the rank of Sergeant in the Norwich Police Department.

**Note:** Possession of a bachelor’s degree in criminal justice, police science, police administration or a related field may be substituted for four (4) years of experience as a police officer, or an associate degree in criminal justice, police science, police administration or a related field may be substituted for two (2) years of experience as a police officer.

\*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this

service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement:** Must possess a valid New York State Class D driver's license at time of appointment.

**P. E. R. C. Statement:** The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon the recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the NYS Association of PBAs, Inc., the NYS Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

**Scopes / Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**Knowledge of law enforcement methods, practices, and procedures:** These questions test knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

**Knowledge of New York State laws – Criminal:** These questions test the candidates' knowledge of the laws in effect on January 1, 2024. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

**Police Administrative Supervision and Administration:** These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

**Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**Preparing written material in a police setting:** These questions test the ability to prepare the types of reports that police personnel write. Some questions test the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose from four suggestions, the best order of the sentences.

**Test guide:** A Guide for the Written Test for **Police Chief/Assistant Chief** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates who do not have 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.

**THE USE OF CALCULATORS FOR THIS EXAMINATION ARE PROHIBITED.**

**SENIORITY: Points** will be added to an eligible score as follows:

1 year up to 6 years	1 point
over 6 years up to 11 years	2 points
over 11 years up to 16 years	3 points
over 16 years up to 21 years	4 points
over 21 years up to 26 years	5 points

Applications and further information may be obtained by visiting the City of Norwich Department of Human Resources website at <https://www.norwichnewyork.net/government/human-resources.php>.

It is the candidate's responsibility to keep their contact information (email address, phone number & USPS mailing address) current. To be considered for preference in certification based on residency, you must include the city you live in.

If a candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources directly.

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 box under **“Religious Accommodation”**. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your applications form.

**CROSSFILER:** Applying for Civil Service Examinations in Multiple Agencies When the Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination center. You must provide a list of all the exam titles, numbers and locations for which you have applied.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at the time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fees, and no refunds will be made. In accordance with Civil Service Law, Section 50.5(b) an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be obtained at the City of Norwich, One City Plaza Norwich NY 13815.

**Special requirement for appointments in school districts or BOCES:** Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

In conformation 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 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 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.

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.

**Evaluation of foreign post-secondary education:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service, you must pay the required evaluation fee.

**Public Service Loan Forgiveness Program (PSLFP)** – The PSLFP Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.ed.gov>

The City of Norwich is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and in certain circumstances pursuant to Executive Law 295, conviction record. Any person with a disability requesting reasonable accommodation in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Posted: 12/30/2024