

CITY OF NORWICH ANNOUNCES

Police Officer

Civil Service Exam held in the City of Norwich.

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
September 9, 2023,	61-667	\$20.00 for City Residents \$25.00 for non-residents	July 21, 2023

*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: \$59,186.40

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 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 legal residents in the State of New York for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which the appointment is to be made for at least one month immediately preceding the date of the written examination. 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.

Duties: A Police Officer is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period. Does related work as required.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma or an Armed Forces GED.

SPECIAL REQUIREMENTS:

- (1) **AGE: Minimum Age for Participation in the Examination:** 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.

There is no minimum age requirement to take the examination. However, candidate's name will be restricted and will not be certified until the minimum age required for appointment is reached.

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 seven 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 the City of Norwich's Alternate Test Date Policy) are advised to contact the Human Resources Department to discuss their request.

- (2) **LICENSE:** Possession of a valid New York State Driver's License at the time of appointment.
- (3) **CITIZENSHIP:** U.S. citizenship is required at time of appointment. It is not necessary for admission to the examination.
- (4) **PHYSICAL AND MEDICAL TESTS:** The current Medical and Physical Fitness Standards of the Municipal Police Training Council (MPTC). It should be noted that in addition to the written examination, an assessment of an individual's physical fitness will 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 psychological screening examination will be required prior to appointment
 3. Failure of any one of the above qualifying tests will bar a candidate from appointment
 4. **NO-RETEST POLICY:** Candidates who must pass qualifying physical, medical, and psychological examinations will only be examined once. Failure on any part of a qualifying examination will render the candidate ineligible for certification and appointment from the eligible list. Candidates will be required to retake the written examination prior to taking another qualifying examination. There will be no retesting for drug screenings, physical agility, medical or psychological examinations required for any Civil Service examinations and/or appointments.
- (5) **BACKGROUND INVESTIGATION:** Applicants will be subject to a pre-employment background investigation and a criminal record search. 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.

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, and thereafter may be required to participate in such testing on a periodic basis during the twelve (12) month probationary period after appointment. Evidence of substance abuse may lead to disqualification from appointment or termination from employment.

Failure to meet the standards set for the investigative screening may result in disqualification. Prior to an offer of employment each candidate will be fingerprinted.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Basic Training Course.

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

- High School Diploma or GED
- Birth Certificate
- Social Security Card
- Current, valid N.Y.S. Driver's License
- Citizenship certificate (if you are a naturalized U.S. Citizen)

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualification must be submitted prior to the establishment of the eligible list.

Subjects of examination:

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.

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.

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.

Problem Sensitivity and 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, or laws, which will be 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.

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.

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.

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 in which you would move to get to another location by the shortest (least distance) route.

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

****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, the candidate should touch elbows to knees and return with shoulder blades touching

floor. To pass this component, the 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

Age/Sex		Test	
Male	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
Female			
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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

1. 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. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials to the examination location.

2. If you are filing for examinations offered by other agencies (New York State, another County, Cities, 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 City of Norwich Human Resources Department One City Plaza Norwich NY 13815 or download the form at <https://www.norwichnewyork.net/government/human-resources.php>, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series.
3. 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, (334-1235), for instructions.
4. ELIGIBLE LISTS - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur.
5. 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.
6. 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. 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 City of Norwich Human Resources before an eligible list is established in order to be granted credits on that eligible list.
7. 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 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 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.

HOW TO APPLY

APPLICATION FILING FEE: CITY OF NORWICH RESIDENTS \$20.00, NON-RESIDENTS \$25.00, APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID UPON SUBMITTING YOUR APPLICATION.

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.

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 Social 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

ALTERNATE TEST DAY REQUESTS: The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).

- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Procedure: Candidates who have met the criteria may be eligible for one alternate test date. A written request with appropriate documentation justifying the request must be submitted to the Human Resource Department. With no exception, alternate test date requests must include documentation verifying the exceptional circumstance which precludes the candidate from appearing. After consideration, the Human Resources Department will notify the candidate as to whether or not the request is granted.

City of Norwich IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of the City of Norwich 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.

Posted: June 1, 2023