

**CITY OF NORWICH ANNOUNCES**

**Police Sergeant - Promotional**

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>
6/14/2025	70016680	\$20.00 for City Residents \$25.00 for non-residents	May 14, 2025

\*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:** \$89,806.08

**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 8-26 -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 and reside within thirty (30) miles of the police department. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written test.

**Minimum Qualifications:** Four (4) years of satisfactory permanent competitive class service as a full-time police officer in the City of Norwich Police Department. Time spent in the police academy is included and counts towards the required service **OR** Six (6) years of satisfactory permanent competitive class service as a full-time police officer two (2) of which must be as a full-time police officer with the City of Norwich Police Department. Time spent in the police academy is excluded and may not count towards the required service time.

**Special Requirements:** **Must** possess and maintain a valid New York State Class D driver’s license at time of appointment. Satisfactory completion of the Police Training Course in Police Supervision in accordance with Section 209q of the State General Municipal Law within one year of appointment

**Anticipated Eligibility:** Age and Education: Civil Service Law, section 54 allows applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, to take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. If successful on the examination, you will not be certified for

appointment until you have submitted proof of completion of the requirements to the City of Norwich Civil Service Office.

**Job Description:** Work involves planning, coordinating, and helping to develop services for youths on a community-wide basis as it relates to juvenile delinquency prevention, implementing youth services programs and supervising their implementation and staffing. Work is performed under the general supervision of the Police Chief or Assistant Police Chief and includes general supervision over the work of police officers and civilian personnel. Performs related work as required.

**Background Investigation:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to education, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification.

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

**Law enforcement methods and practices:** These questions test for 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.

**Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**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 for the ability to prepare the types of reports that police personnel write. Some questions test for 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 for 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.

**New York State Laws - Police:** These questions test for knowledge of the laws in effect on January 1, 2025 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://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.

**Use of calculators is prohibited.**

**SENIORITY: Points** will be added to an eligible's 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

**EMERGENCY CANCELLATION OF EXAMS done via phone call to individual candidates on the day of the exam.**

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 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 difference 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 exam titles, numbers and locations for which you have applied.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at 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 as 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 at the City of Norwich, One City Plaza Norwich NY 13815 or online at <https://www.norwichnewyork.net/pdfs/Civil-Service-Fee-Waiver.pdf>.

**Special requirement for appointment 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.gov/manage-loans/forgiveness-cancellation/public-service>.

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 accommodations 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 April 18, 2025