



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION FOR:

Title: Deputy Sheriff/Police Officer
Number: 62927
Salary: Deputy Sheriff: \$46,565
Police Officer: \$44,000-53,000*
*Salary varies with each municipality

Date of Examination: 12/02/2017
Applications Accepted Until: 10/13/2017
Applications postmarked 10/13/2017 will be accepted.
Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$25.00 fee and examination application is required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

If you file an application for the December 2, 2017 examination with more than one civil service commission, be sure to submit a Cross-Filer Form so arrangements can be made for you to take a single written test for all jurisdictions for which you have applied and been approved. Dutchess County's Cross-Filer Form for Civil Service examinations can be found on the Dutchess County website www.dutchessny.gov. The Cross-Filer Form must be submitted no later than two weeks before the test date.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur for DEPUTY SHERIFF positions in the Dutchess County Sheriff's Office and for POLICE OFFICER positions in all units under the jurisdiction of the Dutchess County Department of Human Resources.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions, you may be required to become a resident thereof in accordance with law or resolution. **If you indicate a post office box as an address on your application, you must also list your legal address.**

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before December 2, 2017:

Graduation from a standard high school or possession of a high school equivalency diploma **AND:**

- EITHER: (A) Completion of sixty (60) standard credit hours at a regionally accredited or New York State registered college or university;
- OR: (B) Two (2) years of satisfactory active military service with the armed forces of the United States;
- OR: (C) Two (2) years of full-time paid work experience as a police officer, correction officer, licensed security guard, or as an emergency services dispatcher*;
- OR: (D) An equivalent combination of education and experience within the limits of (A), (B) and (C) above.

***NOTE:** Work as an "emergency services dispatcher" would include work experience that primarily involved police, fire or emergency medical services.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

- 1. Minimum Age:** Eligibility for appointment begins when a candidate reaches his or her 20th birthday. **Date of birth must be noted on your application.** (Applications will be accepted from candidates who have reached or will reach their 18th birthday by December 2, 2017.)
- 2. Maximum Age:** 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 (10-a) 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 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 military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the Dutchess County Department of Human Resource's alternate test date policy) are advised to contact this department to discuss their request.
- 3. Citizenship:** United States Citizenship is required. **IF YOU CURRENTLY ARE NOT A UNITED STATES CITIZEN, YOU WILL BE RESTRICTED ON THE ELIGIBLE LIST UNTIL YOU NOTIFY THIS DEPARTMENT IN WRITING THAT YOU HAVE OBTAINED YOUR CITIZENSHIP.**
- 4. Driver's License:** Possession of a valid New York State Driver's License is required at time of appointment. Applications will be accepted from candidates eligible for such license.
- 5. Qualifying Physical Fitness Examination:** Candidates who pass the written exam will be notified of the date for a qualifying physical fitness test (see page 2 of announcement). Candidates should be prepared to take the physical fitness test within 3 weeks from the time they are contacted for interest by an appointing authority. Failure to pass this test will result in the candidate being disqualified. Retesting is not allowed.
- 6. Other Screening Procedures:** Each appointing authority will run a series of screening evaluations which may include the following: interviews, background investigations, substance abuse screening, polygraph examination, psychological examination and full medical evaluation. Candidates may be required to pay for any associated fees. Failure of the drug screening test will result in disqualification. Failure in any other area of the screening procedures will result in the candidate being listed as "not selected." However, based on the screening process an appointing authority may seek to remove a candidate from the eligible list in accordance with Rule VIII of the Rules of the Classified Civil Service of Dutchess County for a "record of disrespect for the requirements and processes of law."
- 7. Convictions:** A **felony conviction bars** a candidate from appointment as a Deputy Sheriff or Police Officer. Misdemeanors, violations and other offenses will be evaluated on a case by case basis and **may bar** the candidates from appointment.

*****INFORMATION CONTINUES ON PAGES 2 & 3 OF ANNOUNCEMENT*****

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

DUTIES: This is important work involving the enforcement of all laws and ordinances in an assigned district during a specific period.

EXAMPLES OF WORK (Illustrative Only): Patrols a specific district or beat on foot, on a bicycle or in a radio patrol car, may transport prisoners from Dutchess County Jail to all local courts and to other correctional facilities; investigates accident scenes involving property and personal injury to gather information and facts; collects physical evidence and personal property from crime scene and secures same; does related work as required.

SUBJECT OF EXAMINATION: Written test will cover 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 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.

Use of calculators is PROHIBITED for this exam.

PHYSICAL FITNESS STANDARDS AND PROCEDURES FOR DEPUTY SHERIFF/POLICE OFFICER CANDIDATES:

- Sit-up: Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.
- Push-up: Muscular endurance (upper body) – The score below is the maximum number of full body repetitions that a candidate must complete without breaks.
- 1.5 Mile Run: Cardiovascular capacity – The (time) score indicated below is calculated in minutes:seconds.

AGE/SEX

TEST

<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
50-59	24	13	15:06
60+	19	10	16:46

FEMALE

20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	-	18:18
60+	6	-	20:16

The protocol for the physical fitness test is available on the Dutchess County website www.dutchessny.gov or can be obtained from the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY.

The qualifying medical examination will be administered to a candidate as a condition of employment and only to candidates that have taken and passed the physical fitness screening test.

*****INFORMATION CONTINUES ON PAGE 3 OF ANNOUNCEMENT*****

**DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV**

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.dutchessny.gov or www.co.dutchess.ny.us

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

WEATHER

In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an 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 are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site **no later than two weeks before the test date.** Call 845-486-2169 for further information regarding multiple examinations on the same date.

NOTE: 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 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

"HOW TO TAKE A WRITTEN TEST" and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.