



**ADDENDUM**  
**PLEASE ATTACH TO EXAM ANNOUNCEMENT**

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

Title: Correction Officer

Number: 68699

Salary: \$46,092 – Dutchess County Sheriff's Office - Corrections Division –  
starting salary (2016 Salary)  
(Salary goes to \$50,750 after one year)

Date of Examination: 02/02/2019

Applications Accepted Until: ~~12/12/2018~~ 12/19/2018

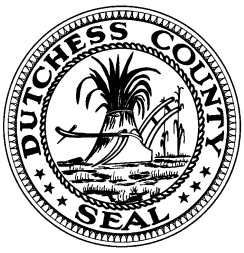
Applications postmarked ~~12/12/2018~~ 12/19/2018 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

**AMENDED TO EXTEND LAST FILING DATE FOR SUBMITTING  
APPLICATIONS UNTIL 12/19/2018.**

No. 2019-00000008

ISSUED: 11/15/2018  
AMENDED: 12/10/2018



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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.**

**Multiple Examinations:** If you file an application for the February 2, 2019 examination with more than one civil service commission, you must make arrangements to take all the examinations at one test site. **This must be done no later than two weeks before the test date.** Dutchess County's Cross-Filer Form for Civil Service examinations can be found on the Dutchess County website [www.dutchessny.gov](http://www.dutchessny.gov).

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Sheriff's Office - Corrections Division.

**NOTE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open competitive eligible lists may be given to candidates who are residents of Dutchess County for at least 30 days prior to certification of the eligible list. **DUTCHESS COUNTY RESIDENTS WILL BE CERTIFIED FOR APPOINTMENT FIRST. ONCE DUTCHESS COUNTY RESIDENTS ARE DEPLETED ON THE ELIGIBLE LIST, NON-COUNTY RESIDENTS WILL BE CERTIFIED.** For appointment you may be required to become a resident thereof in accordance with law or resolution.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before February 2, 2019: Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

1. **Convictions:** A ***felony conviction bars*** a candidate from appointment as a Correction Officer. Misdemeanors, violations and other offenses will be evaluated on a case by case basis and ***may bar*** the candidate from appointment.
2. **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.
3. **Age** - Eligibility for appointment begins when a candidate reaches age 20. Applications will be accepted from persons who have reached their 18<sup>th</sup> birthday. **DATE OF BIRTH MUST BE INDICATED ON YOUR APPLICATION.**
4. **Driver's License** - Possession of a valid New York State Driver License is required at the time of application, appointment, and to maintain position.
5. **Citizenship** - United States citizenship is required. (By New York State Law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a U.S. citizen.) If you are currently 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.

**QUALIFYING PHYSICAL FITNESS EXAMINATION:** Candidates who pass the written exam will be notified of the date for a qualifying physical fitness exam (see page 2 of announcement). Candidates should be prepared to take the physical fitness exam within 3 weeks from the time they are contacted for interest by the appointing authority. Failure to pass this exam will result in the candidate being disqualified. While retesting is generally not allowed, the County reserves the right to offer retesting to candidates who fail the physical fitness exam should the eligible list become exhausted before the establishment of another eligible list.

**OTHER SCREENING PROCEDURES:** The 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 the 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."

**DUTIES:** Employees in this class are responsible for the custody and supervision of prisoners, seeing that their personal needs are attended to, and maintaining security and order in the jail during an assigned shift.

**EXAMPLES OF WORK (Illustrative Only):** Maintains security and order; provides inmates with necessary cleansers and equipment, and directs cleaning operations and other work assignments; distributes mail to prisoners on the floor; distributes linen, bedding and personal supplies such as toothpaste and soap; makes floor inspection rounds at designated intervals and confirms with security check calls to main desk; maintains log book indicating any person entering or leaving floor and the destination, and any incidents which occur; calls main desk for assistance in case of fight, self-inflicted wound by inmate, or other incident; searches inmates for contraband when directed; watches inmates during recreation periods; assists in transportation of inmates to court, hospital and dental appointments; supervises inmates outside of the jail setting; may fingerprint and photograph inmates for identification and maintains such data in appropriate files; may actively participate in programs designed to give guidance and direction to inmates in areas related to behavioral issues and recidivism; 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 in a correctional services setting - These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
2. Observing and recalling facts and information - These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.
3. Preparing written material - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. Understanding and interpreting written material - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

A Guide for the Written Test for Correction 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 conducting this examination using the contact information found elsewhere on this announcement.

The use of calculators is **PROHIBITED** for this exam.

**PHYSICAL FITNESS STANDARDS AND PROCEDURES FOR CORRECTION 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/GENDER**

**TEST**

<b><u>MALE</u></b>	<b><u>SIT-UP</u></b>	<b><u>PUSH-UP</u></b>	<b><u>1.5 MILE RUN</u></b>
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 exam is available on the Dutchess County website [www.dutchessny.gov](http://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 who have taken and passed the physical fitness screening test.

**See page 3 for other important examination related information.**

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](http://www.dutchessny.gov) or [www.co.dutchess.ny.us](http://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	WGNY	WRWD/WBWBZ
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.

**COLLEGE CREDITS AND/OR DEGREE:** Must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your college credits and/or degree were awarded by an educational institution outside the United States and its territories, you must provide independent verification of degree and course-by-course (including grades) equivalency. You can contact the Dutchess County Department of Human Resources for a list of acceptable companies who provide this service. You must pay the required evaluation fee. The proof of independent verification of equivalency can be submitted in person, by email to [HRExams@DutchessNY.gov](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5<sup>th</sup> Floor, Poughkeepsie, NY 12601.

**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](http://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](http://www.cs.ny.gov/testing/localtestguides.cfm).