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UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES PROMOTIONAL EXAMINATION

POLICE LIEUTENANT
EXAM NUMBER 74-366

LAST DATE FOR FILING
AUGUST 5, 2016

EXAM DATE
SEPTEMBER 10, 2016

******APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE***
APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.***

The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates are subject to verification.

CITY OF UTICA RESIDENTS: \$15.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.

NON-RESIDENTS: \$30.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.

STARTING SALARY/RANGE: Depending on Length of Service

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur at the Department of Public Safety, Bureau of Police. Vacancies are expected to occur from time to time.

MINIMUM QUALIFICATIONS: Candidates must have six (6) months of continuous permanent employment as a City of Utica Police Sergeant for the Department of Public Safety, Bureau of Police immediately preceding the date of this examination.

DUTIES: This is a very important law enforcement position involving the supervision of police activities in accordance with established procedures and policies outlined by a superior officer. Responsibility is involved for assigning duties to police sergeants and police officers and evaluating their work performance. Lieutenants who do not supervise patrolmen and sergeants on an assigned shift are responsible for major bureau functions such as traffic and juvenile delinquency. Does related work as required.

SUBJECT OF EXAMINATION: A written 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.

2. **New York State Laws**

These questions test for knowledge of the laws in effect on January 1, 2016 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.

3. **Planning, supervising and administering police programs and activities**

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

4. **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 .

5. **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 for the sentences.

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 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 New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide to the Written Test for ‘Second- and Third-Line Police Supervisors’ series is available at the New York State Department of Civil Service web site: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this 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.

IMPORTANT: CAREFULLY READ THE GENERAL INSTRUCTIONS

ISSUED: June 23, 2016

