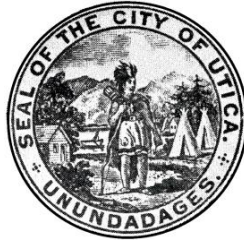


# UTICA MUNICIPAL CIVIL SERVICE COMMISSION

# EXAMINATION NOTICE

Robert M. Palmieri, Mayor  
Mark Williams, Police Chief



**COMMISSIONERS**  
Andre Esposito, Chairman  
Dietra Harvey, Commissioner  
Teresa Wojnas, Commissioner

## **THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION** ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

## ***POLICE OFFICER*** EXAM NUMBER **61-691**

**EXAM DATE:** September 15, 2018

**LAST FILING DATE:** Applications must be received by or postmarked by the close of business on August 3, 2018.

**LOCATION OF EXAM:** *To be announced.*

**APPLICATION FEE:** A nonrefundable application fee of \$50.00 is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your check or money order payable to Utica Municipal Civil Service Commission. Please write your name and examination number(s) on the check or money order. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$25.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

**LOCATION OF POSITION/VACANCY:** 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.

**SALARY:** \$45,790 (annually)

**GENERAL RESIDENCY REQUIREMENTS:** Candidates must have been legal residents of either Oneida, Oswego, Lewis, Herkimer, Otsego or Madison County for at least four (4) months immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written test. (This supersedes #1 of the General Instructions).

**NOTE:** The Utica City Charter, Section 2.045 requires except as otherwise provided by law, a residency requirement for all prospective officers and employees of the city including members of the police force. Every person initially employed by the City, shall as a qualification of employment, become a resident of the City within six (6) months of the date of initial service for the City. During an employee's time of service, no such employee shall cease to be a resident of the City.

Definition. Residency means the actual principal domicile of an individual, where the individual normally sleeps and maintains usual personal and household effects.

The above terms must be accepted if a permanent appointment is offered.

**NOTE:** Civil Service Law allows the appointing authority to give preference to candidates who are residents of the City of Utica. To be included in this certification of residents, a candidate must be a resident of Utica at the time of the initial certification of residents until appointment.

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:** Education: By the date of application, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

**SPECIAL REQUIREMENT:** Candidates must possess a valid NYS Drivers License at the time of application. A valid NYS Drivers License must be maintained throughout employment.

**Age:** Candidates must be at least nineteen (19) years of age on or before September 15, 2018 to be admitted to the written test. Eligibility for appointment as a Police Officer begins when the candidate reaches age twenty (20).

**Candidates who reach their 35<sup>th</sup> 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 the purpose of meeting 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 agency’s alternate test date policy) are advised to contact the Utica Municipal Civil Service Office to discuss their request.

**Citizenship:** United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

**Driver’s License:** Candidates must possess a valid New York State Operator’s License at the time of application.

**NOTE:** Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar 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. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

**STUDY GUIDES:** A Guide for the Written Test for Police Officer Entrance is available at the New York State website: [www.cs.ny.gov/testing/testguides.cfm](http://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.

**SUBJECT OF EXAMINATION:** There will be a written test in which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination as well as a psychological examination. Candidates for a Police Officer position will be responsible for the cost of the medical exam. Candidates must be successful in the psychological examination, as well as a background investigation and interview in order to be considered for permanent appointment. All candidates will undergo an interview wherein they will be ranked against other applicants based upon factors determined by the administration. Final selections will be at the discretion of the administration without recourse to the candidate. Candidates are not allowed a re-test for the psychological examinations.

Subject of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 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 use of solar or battery operated calculators is PROHIBITED. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.**

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 the 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 Police Chiefs, Inc.

**QUALIFYING PHYSICAL FITNESS TEST:**

The three elements measured in the qualifying fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

**Muscular Endurance** - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

**Push Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectorials major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

**Cardiovascular Activity** - 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment.

The physical fitness standards are as follows.

<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
<u>FEMALE</u>	<u>SIT-UP</u>	<u>PUSH-UP</u>	<u>1.5 MILE RUN</u>
20 - 29	32	15	14:50
30 - 39	25	11	15:43
40 - 49	20	9	16:31

The medical standards are available upon request from the Civil Service Office.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify Utica Civil Service of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. You must bring both the State and the local government admission card to the State test center.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Utica Municipal Civil Service Commission as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Utica Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

**This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Utica Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.**

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

**CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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.

**BACKGROUND INVESTIGATION:** Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation will result in disqualification.

**APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:** Application forms may be obtained from the City of Utica Website: [www.cityofutica.com](http://www.cityofutica.com)

**OR:** From the office of: **THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION**  
**1 KENNEDY PLAZA**  
**UTICA, NY 13502**

**During:** *Any weekday from the posting date through the last filing deadline (except holidays).*

**Between the hours of:** 9:00 a.m. to 4:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed legal sized envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Utica Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**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 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. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances, an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than noon on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

**ADMISSION NOTICES:** You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Utica Municipal Civil Service Commission at (315) 792-0225. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Utica Municipal Civil Service Commission in writing of any change in name or address or phone number. No attempt will be made to locate any candidate who has moved. Notifying the Post Office to forward mail is not effective to ensure that notices for this examination will reach you.

**FAILURE TO APPEAR AT ANY SCHEDULED PORTION OF THIS EXAMINATION WILL RESULT IN YOUR REMOVAL FROM FURTHER CONSIDERATION IN THE EXAMINATION PROCESS AND REMOVAL FROM THE ELIGIBLE LIST.**

**IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.**

*THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: *June 10, 2018*)

Please be aware that Section 50.4 of New York State Civil Service Law provides as follows:

The Utica Municipal Civil Service Commission may refuse to certify candidates for the following reasons:

1. Who is found to lack any of the established requirements for admission to the examination or for appointment to the position for which he applies; or
2. Who is found to have a disability which renders him or her unfit to perform in a reasonable manner the duties of the position in which he or she seeks employment, or which may reasonably be expected to render him or her unfit to continue to perform in a reasonable manner the duties of such position; or
3. Who has been guilty of a crime;
4. Who has been dismissed from a permanent position in the public service upon stated written charges of incompetency or misconduct, after an opportunity to answer such charges in writing, or who has resigned from, or whose service has otherwise been terminated in a permanent or temporary position in the public service, where it is found after appropriate investigation or inquiry that such resignation or termination resulted from his incompetency or misconduct, provided, that in cases of dismissal, resignation or termination after written charges of incompetency, the examination or certification in question be for a position that requires the performance of a duty or duties which are the same as or similar to the duty or duties of the position from which the application has been dismissed, resigned or terminated on account of incompetency; or
5. Who has intentionally made a false statement of any material fact in his application; or
6. Who has practiced, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility or appointment; or
7. Who has been dismissed from private employments because of habitually poor performance.

No person shall be disqualified pursuant to the above unless he has been given a written statement of the reasons therefore and afforded an opportunity to make an explanation and to submit facts in opposition to such disqualification.

In accordance with Section 58 of General Municipal Law, good moral character and habits and a satisfactory reputation shall be requirements for appointment to any position subject to these rules. Any applicant who is found to lack such requirements shall be disqualified for examination, or after examination, for certification and appointment.

*Good moral character is determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Includes arrest and expunged convictions, all previous law violations and personal protection order.*

A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

The burden of establishing qualifications to the satisfaction of the Civil Service Commission shall be upon the applicant. Any applicant who refuses to permit the Civil Service Commission to investigate matters necessary for the verification of qualifications or who otherwise hampers, impedes or fails to cooperate with the Civil Service Commission in such investigation shall be disqualified for examination or, after examination, for certification and appointment.

