



City of Rochester
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614
The City of Rochester is an Equal Opportunity Employer.
Candidates must record Examination number and Title on the Application.

Job Title : Police Officer
Exam No. : CRT-60611
Salary Range: \$38,799 - \$67,751 – Current Salary

NON-REFUNDABLE \$25.00
APPLICATION FEE MUST BE PAID
BY 5:00 – SEPTEMBER 27, 2013

The Entry-Level Police Officer/Deputy Sheriff Examination Series is now scheduled twice a year, in May and November. A candidate can participate in either of these exams, but not both.

Candidates who are successful will have their names inter-filed, in order of final score, with other eligibles from future examinations. The City of Rochester reserves the right to terminate this special recruitment program and re-establish the periodic type of examination.

MINIMUM QUALIFICATIONS: High school graduate or holder of a high school equivalency diploma (GED).

SPECIAL REQUIREMENTS:

- Must be at least 19 years and 6 months of age and not have reached 35th birthday on or before date of written test, except as defined in Section 243 (10-a) of the Military Law
- Possession of a valid driver's license at the time the background investigation begins
- Possession of a valid New York State driver's license at the time of appointment
- Must be at least 20 years old at the time of appointment
- United States citizenship at the time of appointment
- Must pass a medical examination that will cover areas such as, but not limited to vision, color vision, hearing and blood pressure and must pass a psychological evaluation

DESCRIPTION OF DUTIES: This is a highly responsible position involving patrol, inspection, investigation and enforcement tasks. Incumbents have personal responsibility for the enforcement of laws and ordinances, preservation of the peace, protection of lives and property, investigation of criminal offenses and the apprehension of criminals and lawbreakers. Incumbents must exercise sound independent judgment in both emergency and routine situations. Most work is performed without direct supervision. Related work is done as required.

SCOPE OF THE EXAMINATION: This written test is 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. 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.
- 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 CALCULATORS IS PROHIBITED FOR THIS EXAM.

Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

PROVIDE CIVIL SERVICE COMMISSION IN WRITING OF ANY CHANGES IN ADDRESS OR TELEPHONE NUMBER AS SOON AS POSSIBLE. NOTIFYING THE POST OFFICE TO FORWARD MAIL IS NOT EFFECTIVE TO INSURE THAT NOTICES FOR EXAMINATIONS OR APPOINTMENTS WILL REACH YOU. You may obtain a change of address form from the Civil Service Office located at City Hall, 30 Church Street, Rochester, New York, 14614, Room 103A, or go to our website at http://www.cityofrochester.gov/main/docs/bhbm/Change_of_Address.pdf. Please call (585) 428-7115 with any questions.

EXAM PREPARATION: The Rochester Police Department's Recruitment Unit will conduct a series of workshops for the written test and the physical fitness (agility) test. Please view RPD's website for information: www.RochesterNYPolice.com or call 585-428-6716.

STUDY GUIDE: The New York State Department of Civil Service has published a Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test-related information as well as sample questions similar to the questions that will be used in this written test. "A Guide to Taking the Examination for Entry-Level Police Officer Series" is available at the New York State Department of Civil Service web site: <http://www.cs.ny.gov/testing/localtestguides.cfm> You will be able to view the test guide for the Police Officer exam by clicking on 'Entry-Level Police Officer'. Answers to some general questions about the Police Officer exam can be found by clicking on 'Police Officer/Deputy Sheriff Exam-Frequently Asked Questions'. If you do not have access to the World Wide Web, copies of these guides can be obtained in Room 103A at City Hall, 30 Church Street, Rochester, NY 14614.

QUALIFYING PHYSICAL FITNESS (AGILITY) TEST: The three elements measured in the physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. Note: The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. Failure of any one part of the test will result in a failure of the physical fitness test. The minimum passing scores, depending on age and sex, represents the fortieth (40th) percentile

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Application Deadline: SEPTEMBER 27, 2013

Application must be received or post marked by the application deadline date otherwise this application will be rejected.

Examination Date: NOVEMBER 16, 2013

Issue Date: JULY 3, 2013

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

of physical fitness as established by the Cooper Institute. Copies of the physical fitness standards are available upon request from the City of Rochester's Civil Service Office. After the passage of the physical fitness test, fitness must be maintained throughout the pre-employment process.

BACKGROUND INVESTIGATION/PSYCHOLOGICAL EVALUATION: The background investigation will include an investigation into your background including, but not limited to education, military, employment, credit, drug use, and criminal records. Any negative report from the background investigation may be grounds for disqualification pursuant to Section 50 of the Civil Service Law. A felony conviction will result in failure of the background. Conviction of a misdemeanor or other offense will be considered in the total background investigation. Past or present illegal use of controlled substances in violation of the drug policy established by the City of Rochester Civil Service Commission will be cause for disqualification in the examination process. Other past use of illegal controlled substances may be cause for disqualification in the examination process. The psychological evaluation will consist of a combination of psychological tests and interviews. You must pass the psychological evaluation. In addition, a negative report within a non-failing psychological evaluation may be grounds for disqualification. The Rochester Police Department's "Tattoo and Body Art Restrictions for Prospective RPD Employees" is located on <http://www.cityofrochester.gov/RPDtattoopolicy>

ELIGIBLE LISTS: After the written portion of the exam, the names of successful candidates will be placed on a list of eligibles in rank order of final scores. Eligible candidates of future examinations will have their names inter-filed, in order of final score. The list will be established for at least one year. The physical fitness, medical examination, background, and psychological evaluation will be administered later. Candidates who fail any of these tests will be removed from the eligible list. The Commission reserves the right to process candidates on the qualifying tests only in such numbers necessary to produce enough eligibles to meet department needs through the life of the list. This examination and resulting appointments to the Rochester Police Department are governed by the stipulated settlement (74 CIV234) ordered in the United States District Court, Western District of New York, by Judge Harold Burke on 5/12/75, as amended by Judge Michael Telesca on 5/28/92 and 1/20/04. Copies of the stipulated settlement and the amendment are available for inspection in the offices of the Civil Service Commission.

RATING: This examination will be rated in accordance with section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam. 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.

MORE THAN ONE EXAM ON THE SAME DAY: Candidates who apply for and have been approved to participate in one or more examinations offered on the same date by any City, County or State Civil Service agency located in New York State must make arrangements to take all the examinations at one test site. When taking both State and local government examinations, all examinations will be administered at a State examination center. To make arrangements to take examinations on the same day, you **MUST** complete a Cross-File Form no later than three (3) weeks before the exam date. To access the Cross-File and other Employment Forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>, You will be advised by letter when and where to report for your examinations.

GENERAL INFORMATION:

Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

Application Fee: An Examination Application Fee is charged for the City of Rochester to process a candidate's examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications. ***There will be no exceptions to this requirement.*** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

Admission to the Exam: If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7599

Residency Requirements: There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is necessary, candidates are required to notify Rochester Civil Service in writing, as quickly as possible. Any such requests must be accompanied by a DD214 or other official military document that substantiates the applicant's active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service. Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Veterans: Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credit with their application for examination or at any time between the dates of their examination and the date of the establishment of the resulting eligible list. This period of time will not be less than 60 days from the final filing date of application for this examination. Evidence of military discharge (DD-214) must be filed with the form. Applications for Veteran's credit are available from this office. Veterans' credits can only be added to a passing score on the examination. You may waive credits any time prior to appointment. If you have already used these credits for appointment, you may not claim them.

Additional Exam Credits: 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.

Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester's alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.