



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

NON-REFUNDABLE \$25.00

Exam No. : OC-68152

APPLICATION FEE MUST BE PAID

Salary Range : \$46,096 - \$80,495 – Current Salary

BY 5:00 PM ON AUGUST 5, 2019

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

SPECIAL REQUIREMENTS:

- Must be **at least** 19 years 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 EXAMINATION: This written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. SITUATIONAL JUDGMENT** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
- 2. LANGUAGE FLUENCY** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
- 3. INFORMATION ORDERING AND LANGUAGE SEQUENCING** – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
- 4. PROBLEM SENSITIVITY & REASONING** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
- 5. SELECTIVE ATTENTION:** These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
- 6. VISUALIZATION** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
- 7. SPATIAL ORIENTATION** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

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 or get answers to questions at the Human Resource Department located at City Hall, 30 Church Street, Room 103A, Rochester, New York, 14614, (585) 428-7115, or from our website at: <http://www.cityofrochester.gov/EmploymentForms.aspx>.

(CONTINUED ON BACK)

Application Deadline: **AUGUST 5, 2019**

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

Examination Date: **SEPTEMBER 14, 2019**

Issue Date: **JUNE 6, 2019**

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

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. For more information, please visit RPD's website at: <https://www.cityofrochester.gov/joinrpd/> or call 585-428-6716.

STUDY GUIDE: A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Scroll down to the section 'Test Guides for Local Government Examinations'. The study guide is: [Law Enforcement Officer, Entry Level](#). This study guide is provided by the NYS Department of Civil Service and is the official source of information to help you prepare to take examinations in the NYS Entry-Level Law Enforcement Officer Series. If you do not have access to this website, a copy of the study guide can be obtained from the Department of Human Resource Management in Room 103A at City Hall, 30 Church Street, Rochester, NY 14614.

Answers to frequently asked questions about the entry-level law enforcement officer examination will be available at the following website: https://www.cs.ny.gov/testing/test_guides/police_q_a.cfm.

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 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.

Note: Tattoo and Body Art Restriction Policy <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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

MORE THAN ONE EXAM ON THE SAME DAY: If you have applied for more than one exam on the same day you **MUST** make arrangements to take **ALL** the examinations at **ONE** examination test site. If you have applied for both **State and Local** government examinations taking place on the same day, you must take all of your examinations at the **STATE** examination center. You are responsible to notify **EACH** Civil Service Agency no later than **TWO (2) WEEKS** before the examination date on which you are taking multiple examinations by submitting a Cross Filer form; **EACH** Civil Service Agency has their own Cross Filer form. The City of Rochester's Cross Filer form is available in Room 103A at City Hall, 30 Church Street, Rochester, NY and located on the City of Rochester web site at www.cityofrochester.gov under Employment Forms. <http://www.cityofrochester.gov/EmploymentForms.aspx>

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.

Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

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 585-428-7454. **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 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: To apply for your Veterans' or Disabled Veterans' Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans' Credits application can be submitted with your exam application, but **MUST** be submitted **PRIOR** to the establishment of the eligible list. Veterans' Credits **CANNOT** be added to your score after the eligible list has been established. Veterans' Credits can only be added to a passing score. You may waive using your Veterans' Credits any time prior to appointment. You may use your Veterans' Credits for hire only once in your lifetime.

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.

Exam Title: Police Officer
Exam Number: OC-68152
Exam Date: 09-14-2019
Series Name: Entry-Level Law Enforcement Officer Examination Series
Use of Calculators: PROHIBITED
Time Allowance: 3 hours

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

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