

PLEASE POST CONSPICUOUSLY

# THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 64318

## POLICE OFFICER

**FILING PERIOD**

SEPTEMBER 6- 30, 2016

**EXAM DATE**

NOVEMBER 19, 2016

**STARTING SALARY**

\$42,984

**POLICE OFFICER EXAM.NO. 64318-** City of Newburgh Police Department, 55 Broadway, Newburgh, New York. The resulting eligible list will be used to fill vacancies which may occur during the life of the list.

**GENERAL STATEMENT OF DUTIES:** Performs police patrol, investigation, traffic regulation and related law enforcement activities; Does related work as required.

**MINIMUM QUALIFICATIONS/REQUIREMENTS TO APPLY TO TAKE EXAM:**

\* **RESIDENCY:** Candidates must be legal resident of Orange, Ulster, Dutchess, Sullivan, Putnam, Rockland or Westchester County at time of application. Preference in appointment may be given to successful candidates who have been legal residents of the City of Newburgh at least one month prior to application and continuously up to appointment. Proof of residency will be required. It is the responsibility of each candidate to notify the civil service office, in writing, of any change in physical, mailing or email address throughout the existence of the resulting eligible list.

\***FILING FEE:** There is a **\$50.00** application filing fee for each separately numbered exam. The fee is non-refundable therefore each candidate should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDERS MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. THE FEE MUST ACCOMPANY THE APPLICATION AND MUST BE FILED WITH THIS OFFICE NOT LATER THAN 4:00 p.m., **SEPTEMBER 30, 2016**. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF **SEPTEMBER 30, 2016**. See reverse side for waiver information. Applications are available at the Newburgh Civil Service Commission Office, City Hall, 83 Broadway, Newburgh, N.Y., Monday – Friday from 8:30 -4:00, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov) .

\***AGE:** Candidates must be at least 19 years old at the time of the written examination and must be 20 years old to be appointed as a police officer. Candidates who have passed their 35<sup>th</sup> birthday prior to the date of the written exam are not eligible to take the test except as follows. Candidates who are veterans may have a period of military duty or terminal leave, up to a maximum of six years as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**MINIMUM QUALIFICATIONS REQUIRED ON OR BEFORE APPOINTMENT:**

\***EDUCATION:** Graduation from high school or its equivalent at time of appointment.

\***CITIZENSHIP:** United States citizenship is required at time of appointment.

\***LICENSE:** Possession of a valid New York State driver's license at time of appointment.

\***RESIDENCY:** At time of appointment, candidates must live within a twenty-five mile radius of the City of Newburgh. No appointment shall become effective unless this requirement is met.

**CRIMINAL RECORD:** Conviction of a felony crime will bar and conviction of a misdemeanor may bar participation in examination and appointment. A background check will be completed for all candidates prior to appointment.

**SUBJECT OF EXAMINATION:** There will be a written test 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 fitness test and complete a successful background investigation and who are given a conditional offer of employment will be scheduled to take the required medical examination.

**SEE REVERSE SIDE**

**WRITTEN TEST:** The written test will be designed to test for knowledge, skills and abilities in the following areas: **THE PASSING GRADE FOR THE WRITTEN EXAMINATION IS 70.0.**

1. **APPLYING WRITTEN INFORMATION (rules, regulations, policies, procedures, directives, etc.) IN POLICE SITUATIONS.**
2. **MEMORY FOR FACTS AND INFORMATION.**
3. **READING, UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL.**
4. **PREPARING WRITTEN MATERIAL IN A POLICE SETTING.**

**CALCULATOR STATEMENT:** Use of calculators is **PROHIBITED** for this exam.

**TEST 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. The study guide is available on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov). Candidates without access to the internet may request a copy of the test guide from this office.

**MEDICAL AND PHYSICAL AGILITY TESTS:** Applicants who successfully pass the written examination and who are conditionally offered employment will also be required to pass a medical and physical agility test. The medical and physical agility standards are established for police officers by the Municipal Police Training Council of the State of New York, Division of Criminal Justice Services. Individuals should not forego taking the written exam or consider themselves ineligible to become a police officer solely because they cannot now meet the current height, weight, medical and physical agility standards. The preceding qualifying standards are subject to change without notice to candidates. A copy of the physical agility requirements is included with this info package.

**PSYCHOLOGICAL SCREENING:** Candidates are advised that an offer of employment as a Police Officer may also require a psychological screening examination at a later date.

**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. This committee was selected with the assistance of, and the endorsement by, the Police Conference of New York, Inc., the Metropolitan Police Conference of New York State Inc., and the New York State Association of Chiefs of Police.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examination apply.

**CROSS FILING INSTRUCTIONS TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED FOR THE SAME DATE:** If you have applied to take any other NYS civil service exams on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application, of the test site at which you will appear to take your exams no later than three weeks before the exam date. If you have applied for both State and Local exams you must sit at the State site on the exam date.

**APPLICATION FILING FEE WAIVER:** A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of 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. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov). All claims are subject to verification.

**Note:** Saturday Sabbath Observers- Handicapped Persons; If special arrangements for testing are required, indicate so on your application form.

**VETERAN'S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214). Credits may only be added to a passing score and cannot be added after the establishment of the eligible list.

**ADMISSION NOTICES:** Approved applicants will receive an admission notice approximately one week before the exam date. You are required to bring the admission notice (including those for other agencies) and photo identification to the examination. If you do not receive your admission notice within three days prior to the exam date, call this office immediately.

## **THE CITY OF NEWBURGH IS AN EQUAL OPPORTUNITY EMPLOYER**

[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

Thomas Murphy- Chairman  
Vera Best – Commissioner  
John Powell - Commissioner  
Michelle M. Mills- Administrator  
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