

Issued 9/8/2009

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Title: Police Officer

Examination Number: #62-565

Salary: \$37,079 - \$54,591 (based on contract expired June 30, 2008 currently under negotiations)

Last Filing Date: October 15, 2009

Must be Postmarked no later than: October 15, 2009

Examination Date: November 14, 2009

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Residency Requirement: Candidates must have be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

Vacancy: This examination is being held to establish an eligible list to fill future vacancies in the City of Auburn Police Department.

Application Fee: A non-refundable filing fee of \$25.00 is required for each separately numbered examination for which you apply. This fee must accompany your application.

**** If you file by mail send Check or Money Order payable to the CITY TREASURER****

**** Write the Exam Number on the Check or Money Order -DO NOT SEND CASH****

To download this announcement and the City of Auburn application, visit our website:

www.ci.auburn.ny.us Link to City Departments, Civil Service

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

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

Special Requirements:

Age: Candidates must be at least 19 years of age on or before the date of the examination to take the exam. Eligibility for appointment as a police officer begins when the candidate reaches age 20. **Candidates who reach their 35th birthday on or before the date of the written exam 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 purposes of determining whether they meet the age requirement.

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 time of appointment.

Subject of examination: There will be a written test which you must pass in order to be considered for appointment. Only the 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 to be scheduled for the qualifying physical fitness test. Candidates who pass the fitness test and who are given a conditional offer of employment will be scheduled to take the required medical 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 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.

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

Note: Conviction of a felony will bar appointment and conviction of a misdemeanor or other offense may bar appointment.

Notice to the Candidates: The use of calculators is **PROHIBITED** for this examination. You may not bring books or other reference materials. Beepers or cell phones not allowed in examination room.

Emergency weather /Exam cancellation information – Listen to your local TV/radio stations: Channel 3 (WSTM), 5 (WTVH), 9 (WIXT) RADIO: WSEN 92.1 FM, WNYR 98.5 FM, WALL 99.3 FM, WFSW 1110AM, WAUB 1590 AM, WFBL 1050 AM.

“A Guide to Taking the Written Test for Entry-Level Police Officer will be provided to all applicants.” This guide is also available at the NYS Civil Service web site <http://www.cs.state.ny.us/msd/map/html>.

This examination will be prepared and rated in accordance with the New York State Civil Service Law. The provisions of the New York State Civil Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Qualifying Physical Fitness Test: The three elements measured in the qualifying physical 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, pectoralis 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 requirements 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 your age and sex, represent the fortieth (40th) 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.

Veteran's Credits: Active Service members, veteran's or disabled veterans' desiring to claim addition credit should submit Veteran's Credits Form prior to the establishment of the eligibility list resulting from this exam. Forms are available at the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. All forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

Note: Military members, Saturday Sabbath and Disabled persons: If special arrangements for testing are required, indicate this on your application form.

Cross Filing: If you have applied for any other civil service examination to be given on the same 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 to take both State and Local examinations, you must arrangements to take all your examinations at the State examination center by calling Albany at (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make 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.

Accepted candidates for this examination will be notified by mail of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission letter and photo id.

The Civil Service Commission Office does not make any formal acknowledgement of the receipt of an application or take any responsibility for non-delivery mail or postal delays. If you move, it is your responsibility to notify the Civil Service Commission of your new address. The Commission makes no attempt to locate candidates who have moved.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

How to apply: You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. Lunch hour is 1:00 pm to 2:00. To request by mail, send a self-addressed (.69 postage) envelope to: Application also available online at www.ci.auburn.ny.us - under job opportunities.

Auburn Civil Service Commission
Memorial City Hall
24 South Street
Auburn, NY 13021

Admission letters to the examination will be mailed seven (7) days prior to the exam date

General Instructions and Information

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam.

William A. Fulton
Secretary to the Commission

Auburn Civil Service Commission
John M. Brennan
John M. Camardo
Jack C. Hardy

An equal opportunity employer