



# CITY OF UTICA

Civil Service  
1 Kennedy Plaza, Utica, New York 13502  
(315) 792-0227 fax: (315) 792-0226

DAVID R. ROEFARO  
MAYOR

JOHN L. KUPIEC  
DIRECTOR OF PERSONNEL

UTICA MUNICIPAL CIVIL SERVICE  
ANNOUNCES  
EXAMINATION OPEN TO THE PUBLIC  
POLICE OFFICER  
EXAM NUMBER 65-847

**LAST DATE FOR FILING**

MARCH 31, 2010

**EXAM DATE**

MAY 8, 2010

**\*\*\*APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE\*\*\***

**APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.**

The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates are subject to verification.

**CITY OF UTICA RESIDENTS: \$25.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.**

**NON-RESIDENTS: \$50.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.**

**All Candidates who meet the Minimum Qualifications and wish to participate in this examination are encouraged to file an application.**

**IMPORTANT NOTICE**

The Entry-Level Police Officer/Deputy Sheriff Examination Series held on November 14, 2009 is being held again on May 8, 2010. **A candidate is permitted to take examinations in the Entry-Level Police Officer/Deputy Sheriff Examination Series on ONE of these dates, but not both.** Any qualified candidate who took an examination held on November 14, 2009 will be able to use the results achieved on that date to determine his or her placement on the eligible list resulting from this May 8, 2010 examination.

**STARTING SALARY/RANGE:** \$36,258 Department of Public Safety, Bureau of Police

**VACANCIES:** The eligible list resulting from this examination will be used to fill vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission. Vacancies are expected to occur from time to time.

**RESIDENCE REQUIREMENT:** 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.

**MINIMUM QUALIFICATIONS:**

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 May 8, 2010 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.

**May 8, 2010, Entry-Level Police Officer/Deputy Sheriff Examinations**

All candidates who meet the Minimum Qualifications and wish to participate in this examination are encouraged to file an application.

**IMPORTANT NOTICE**

The Entry-Level Police Officer/Deputy Sheriff Examination Series scheduled for May 8, 2010, was also held on November 14, 2009. **A candidate is permitted to take an examination in the Entry-Level Police Officer/Deputy Sheriff Examination Series on ONE of these dates, but not both.** Any qualified candidate who took an examination held on November 14, 2009 will be able to use the results achieved on that date to determine his or her placement on the eligible list resulting from this May 8, 2010 examination.

If you took any of the following examinations on November 14, 2009		The following applies to your participation in the Entry-level Police Officer examination on May 8, 2010.		
		Can I Apply?	Can I Take the Written Test?	Can I Use My Results from November 14?
<b>Local</b>	Deputy Sheriff Deputy Sheriff Patrol Deputy Sheriff/Correction Officer Deputy Sheriff/Police Officer Deputy Sheriff/Police Officer (Spanish Speaking) Deputy Sheriff-Road Patrol/Police Officer Police Officer Police Officer/Deputy Sheriff Police Officer/Deputy Sheriff (Police)	YES	NO	YES
<b>State</b>	Environmental Conservation Officer Trainee 1 Environmental Conservation Officer Trainee 1 (Spanish Language) University Police Officer 1 - Downstate University Police Officer 1 - Downstate (Spanish Language) University Police Officer 1 - Upstate University Police Officer 1 - Upstate (Spanish Language) University Police Officer 1 University Police Officer 1 - (Spanish Language)	YES	NO	YES

All candidates who took an examination held on November 14, 2009 and apply for this May 8, 2010 examination must attach the following information to their application: (1) the name of the civil service agency which conducted the November 14, 2009 examination; (2) the examination title(s) and the examination number(s).

The information provided by candidates will be verified with the New York State Department of Civil Service before the eligible list for this examination is established.

**Any candidate who took any examination included in the November 14, 2009 examination series and does not provide information relating to his or her participation in that series holding, or falsifies information relating to his or her participation, may be disqualified from this examination and may also be disqualified from participating in any examination in the Entry-Level Police Officer/Deputy Sheriff Examination Series prepared by the New York State Department of Civil Service for a period of up to five years.**

**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 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.

**WRITTEN TEST:**

**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.

**P.E.R.C. Statement:** 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 corrections. 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, 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, pectorals 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.

Copies of the physical fitness and medical standards are available upon request from the Civil Service Office.

**SABBATH OBSERVER/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs 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 on their application.

**SECTION 23.2 STATEMENT:** 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, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS FILER STATEMENT:** If you have applied for any other civil service examination 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 site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (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.**

**THE USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAM**

*A copy of the Guide to Taking the Examination for Entry-Level Police Officer is attached to this announcement. If it is missing or you need a copy of the entire announcement call or write to City of Utica, Municipal Civil Service, 1 Kennedy Plaza, Utica, New York 13502 (315) 792-0225.*

*The guide is also available on the New York State Department of Civil Service website:  
<http://www/cs.state.ny.us/testing/localguides.cfm>*

**IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.**

Issued: February 12, 2010