



Department of Human Resources & Civil Service

Open Competitive Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

OC-63603

Deputy Sheriff – Road Patrol/Police Officer

- Application Fee: **\$25.00**
- Examination Date: **November 17, 2007**
- Closing Date for Filing: **October 10, 2007** – Applications must be filed in our office or postmarked by this date
- Salary: **\$37,592 - \$56,487 annually (Monroe County Sheriff's Office)**
Varies with other Agencies
- Employment Opportunities: **This title is used in the Towns of Brighton, Gates, Greece, Irondequoit, Ogden and Webster; Villages of Brockport, East Rochester and Fairport and the Monroe County Office of the Sheriff. The eligible list may be used to fill vacancies at other agencies with this title served by the Monroe County Civil Service Commission.**

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma.

Special Requirements:

- Age:** Candidates must be at least nineteen (19) years old on or before the date of the examination to take the test. Eligibility for appointment as a Deputy Sheriff-Road Patrol begins when the candidate reaches age twenty (20).
Candidates who reach their thirty-fifth (35th) birthday on or before the date of written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six (6) 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:** Must be a United States citizen at time of appointment.
- Driver's License:** Applicants must possess a valid New York State Class *D* driver's license at time of appointment and maintain valid license throughout employment.
- Physical/Medical:** Applicants must meet physical and medical standards established by the Municipal Police Training Council.
- Psychological/Background Investigation:** Applicants will be subject to an extensive background investigation and psychological evaluation. The psychological examination will consist of both a written evaluation and oral evaluation.
- Residency:** Applicants must be Monroe County residents at time of appointment and continue to be Monroe County residents for the duration of employment.
- Felony conviction:** will bar appointment.
- Drug Testing:** Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Residency Requirement:

There is no residency requirement to participate in the examination.

Fees:

A \$25.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

Deputy Sheriff-Road Patrol: This is a professional law enforcement position in the Monroe County Sheriff's Office responsible for the impartial enforcement of all Federal, State and local ordinances, the preservation of peace and the protection of lives and property. Deputies maintain order by patrolling assigned areas and performing public service functions. Apprehends lawbreakers and investigates criminal offenses. Work is performed in accordance with the laws, rules, regulations and policies and procedures of the Sheriff's Office. Incumbent is armed in the performance of his/her duties. Usual assignment schedule is a four-day wheel, so must be available for shift work and on weekends and holidays. May come in contact with body fluids and hazardous chemicals. May be assigned specific duties or cases. Must successfully complete training in accordance with the Municipal Police Training Council for Police Officers. Work is performed under the supervision of a higher ranking deputy sheriff, but employees bear responsibility for sound judgment in all situations.

Police Officer: This is a professional law enforcement position in a police department involving responsibility for the impartial enforcement of all Federal and State laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with the law, rules, regulations, and the administrative policies and procedures of the Department. The work consists primarily of patrol, inspection, investigation and enforcement tasks. The Officer is assigned an area to patrol on foot or in a motor vehicle, or is assigned specific duties or cases. Personal responsibility for the exercise of sound independent judgment is borne in both emergency and routine situations. Utilizes a computer in the performance of duties. Work is performed under general supervision. Supervision of others is not a responsibility of this class. May be required to rotate shifts on a seven (7) day per week basis.

Scope of Examination:

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

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.

A "Guide to Taking the Written Test for the Entry level Police Officer" is attached. It is also available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **PROHIBITED** for this exam.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

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

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: September 10, 2007



**New York State
Department of Civil Service**

Committed to Innovation, Quality and Excellence

A Guide to the Written Test

for the
**Entry-Level Police Officer Series
(Including Deputy Sheriff)**



Eliot Spitzer
Governor

Nancy G. Groenwegen
Commissioner

INTRODUCTION

The New York State Department of Civil Service has developed this Guide to familiarize you with the Entry-Level Police Officer Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will likely see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Police Officer Series written test has an overall time allowance of 4 ½ hours, plus 5 minutes to read and study the Memory Booklet. The test is divided into four separate subject areas and the questions are intended to evaluate the following abilities:

- 1. 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.
- 2. 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.
- 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. APPLYING WRITTEN INFORMATION (RULES, REGULATIONS, POLICIES, PROCEDURES, DIRECTIVES, ETC.) IN POLICE SITUATIONS:** These questions test how well you can apply written information in the form of rules to given situations similar to those typically experienced by police officers.

For each subject area listed above, this test guide provides an explanation of the **TEST TASK**, a **SAMPLE QUESTION**, and a discussion of the **SOLUTION** for the sample question. You should study each sample question and solution to understand which choice is the correct answer.

SUBJECT AREA 1

MEMORY FOR FACTS AND INFORMATION: These questions test for the ability to remember facts and information presented in written form after you have been given a period to read and study the information.

TEST TASK: You are first given a Memory Test Booklet containing a story. It will be considerably longer than the one presented here. You will have 5 minutes to read and study the information in the Memory Booklet. You will NOT be allowed to take notes. At the end of the study period, the monitor will collect the Memory Booklets containing the story and then will hand out the test booklets containing the test questions. The first group of questions in this test booklet will ask you to recall the facts and information presented in the Memory Booklet.

SAMPLE MEMORY STORY: Officer Gary Hanson of the Burke Police Department was questioning Mathew Meyers, the owner of Meyers Sporting Goods, located at 321 Payne Avenue about a burglary that occurred the previous evening. Meyers said that when he arrived at the store at 8:50 A.M., he noticed that the rear door had been broken into. Meyers said that, after he had checked his inventory, he was missing 20 rifles, 16 pellet guns, 12 shotguns and 8 pistols.

SAMPLE QUESTION: How many shotguns did Meyers tell the Officer were Missing from his store?

- A. 8
- B. 12
- C. 16
- D. 20

The answer is B.

SOLUTION: The question asks how many shotguns did Meyers tell the Officer were missing from his store. The last sentence in the Memory Story states, "...Meyers said that ... he was missing 20 rifles, 16 pellet guns, 12 shotguns and 8 pistols."

Choice A: This is the number of missing pistols. Choice A is incorrect.

Choice B: This is the number of missing shotguns. Choice B is correct.

Choice C: This is the number of missing pellet guns. Choice C is incorrect.

Choice D: This is the number of missing rifles. Choice D is incorrect.

SUBJECT AREA 2

PREPARING WRITTEN MATERIAL IN A POLICE SETTING: These questions test for the ability to prepare the types of reports that police officers write. You are presented with a page of notes followed by several questions. Each question consists 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.

TEST TASK: You will be presented with some notes about an incident. You must determine which one of four choices expresses the facts presented in the notes in phrasing and punctuation that results in a clear and accurate presentation of those facts.

SAMPLE QUESTION: Following is a portion of notes about an incident.

NOTES: Responded to a call from 26 Arbor Ave. Residence of Tessa and John Wynter. Pulled in driveway. Saw woman on Wynters' porch. Identified herself as Mrs. Orvis, a neighbor.

QUESTION: Which one of the following choices most clearly and accurately expresses the facts presented in the notes?

- A. I responded to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter. When I pulled into the driveway, I saw a woman on their porch. She identified herself as Mrs. Orvis, a neighbor.
- B. Responding to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter, and pulling into the driveway, I saw a neighbor on their porch, who identified herself as Mrs. Orvis.
- C. When I responded to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter, I saw pulling into their driveway a woman on their porch who identified herself as Mrs. Orvis, a neighbor.
- D. Responding to a call from 26 Arbor Avenue, I saw a woman on the porch of Tessa and John Wynter's residence. She identified herself as Mrs. Orvis, a neighbor.

The answer is A.

SOLUTION: *To answer this question, evaluate all the choices.*

Choice A: This choice presents all the information in the notes in the correct sequence. This choice says that the officer responded to a call from the Wynter residence, pulled into the driveway, and saw a woman on the porch who on their porch who identified herself as Mrs. Orvis, a neighbor.

Choice B: "I saw a neighbor on their porch" suggests that the officer knew that it was a neighbor on the porch before Mrs. Orvis told him who she was. This choice is incorrect.

Choice C: *"I saw pulling into the driveway a woman on their porch" is not phrased or punctuated correctly. For C to be correctly written, there should be a period after "Wynter", and the next sentence should begin: "Pulling into the driveway, I saw..." This choice is incorrect.*

Choice D: *The choice does not identify 26 Arbor Avenue as the residence of Tessa and John Wynter. Also, another piece of information is missing; the officer does not say that he/she pulled into the driveway. In police writing every detail is important. This choice is incorrect.*

SUBJECT AREA 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.

TEST TASK: You are provided with brief reading passages and asked questions relating to the passages. All the information required to answer the questions is provided in the passages.

SAMPLE QUESTION:

“The increasing demands upon our highways from a growing population, and the development of forms of transportation not anticipated when the highways were first built have brought about congestion, confusion, and conflict, until the yearly toll of traffic accidents is now at an appalling level. If the death and disaster that traffic accidents bring throughout the year were concentrated into one calamity, we would shudder at the tremendous catastrophe. The loss is no less catastrophic because it is spread out over time and space.”

Which one of the following statements concerning the yearly toll of traffic accidents is supported by the passage above?

- A. It is increasing the demands for safer means of transportation.
- B. It has resulted in increased congestion, confusion, and conflict on our highways.
- C. It does not shock us as much as it should because the accidents do not all occur together.
- D. It has resulted mainly from the new forms of transportation.

The answer is C.

SOLUTION: *To answer this question, evaluate all the choices.*

Choice A: Nowhere in the passage does it say that there has been any demand for safer means of transportation. Someone who picks this choice may believe that there could be or should be a demand for safer transportation, but there is nothing in the passage to base it on. This choice is incorrect.

Choice B: The passage states that it is the congestion, confusion, and conflict which results in the high toll of traffic accidents and not the other way around. A person who picks this choice could either be confused as to which is the cause and which is the effect or not have read the choice carefully. This choice is incorrect.

Choice C: This choice is based on the last two sentences in the passage. The writer says “If ..., we would shudder.” (A shudder is a response to shock.) The implication is that we don’t, and we don’t because accidents do not all occur at the same time and place. The writer then points out that we should think of the yearly toll as being catastrophic (shocking) even though the accidents are spread out over time and space. This choice is supported by the information in the passage.

Choice D: There are two reasons given in the paragraph for the high accident rate. One is the development of new forms of transportation; the other is the increased highway use from a growing population. Neither one is described as the main reason. It is clearly incorrect to say that the new forms of transportation are the main reason. This choice is incorrect.

SUBJECT AREA 4

APPLYING WRITTEN INFORMATION (RULES, REGULATIONS, POLICIES, PROCEDURES, DIRECTIVES, ETC.) IN POLICE SITUATIONS: These questions test the ability to apply written rules to given situations similar to those typically experienced by police officers.

TEST TASK: You are given a set of rules, regulations or other written information which you must read. You are then required to answer a question based upon your application of the rule to a situation.

SAMPLE QUESTION:

RULE: Patrol vehicles should be checked at the start of each shift. Do not assume that the vehicle is in satisfactory condition. Check all of the lighting equipment, all emergency equipment, siren, engine, oil, transmission fluid, battery, radiator and gasoline levels, tire pressure and condition (including spare), lug wrench, jack, windshield wipers and windshield washer fluid level. Check the body of the vehicle for damaged or missing parts and report any problems, damage or discrepancies to your supervisor. At the end of your shift, leave the vehicle in optimum condition for emergency use by the next officer.

SITUATION: Officer Burton is about to begin her patrol shift when she discovers that her police vehicle has a large dent in the left rear bumper. She knows that the vehicle did not have this dent yesterday, when she last drove it.

QUESTION: According to the Rule above, Officer Burton should most properly

- A. request that she be assigned a different vehicle
- B. begin her shift and be alert to any operating problems
- C. find out what other officers have used the vehicle since her last shift
- D. inform her supervisor about the dented bumper

The answer is D.

SOLUTION: *The situation states that Officer Burton has discovered a dent in the bumper of her patrol vehicle that did not exist when she last used it. The question asks what she should do about it. To answer the question, evaluate all of the choices.*

Choice A states that the officer should request a different vehicle. There is nothing in the rule that states that the officer should do this. Choice A is incorrect.

Choice B states that the officer should begin her shift and be alert to any operating problems. The rule states that the officer should report any problems with the vehicle to her supervisor. Choice B is incorrect.

Choice C states that the officer should find out what other officers have used the vehicle since her last shift. There is nothing in the rule that states that the officer should do this. Choice C is incorrect.

Choice D states that the officer should inform her supervisor about the damaged bumper. This is in conformance to the rule that states that the officer should report any damaged or missing parts to her supervisor. Choice D is the correct answer.

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You need to be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best. There are also practical things you should do.

Before the test ...

- Study and review this Guide to become familiar with the sample questions.
- Study and review the subject areas that will be covered on the test.

On the day of the test ...

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

At the test site ...

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

During the test ...

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

After the test ...

- Do **NOT** remove any test materials from the test room.
- Do **NOT** paraphrase, reconstruct or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State
Department of Civil Service web site
www.cs.state.ny.us



New York State
Department of Civil Service
Albany, NY 12239

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