



# Department of Human Resources & Civil Service

## Open Competitive Exam Announcement

Please Post Conspicuously

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County Executive

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Director

### OC-69535

## Deputy Sheriff-Road Patrol/Police Officer

- Application Fee: **\$25.00**
- Examination Date: **November 16, 2013**
- Application Deadline: **September 27, 2013** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
- Who May Apply: **Qualified applicants**
- Salary: **\$42,576 - \$69,496 annually (Monroe County)**  
**\$52,873 - \$60,802 annually (Town of Brighton)**  
**\$42,062 annually (Town of Irondequoit)**  
**\$54,194 - \$76,961 annually (Town of Webster)**  
**\$35,351 - \$70,702 annually (Village of Brockport)**  
**Varies with other agencies**
- Employment Opportunities: **This title is used at the Monroe County Office of the Sheriff; Towns of Brighton, Gates, Greece, Irondequoit, Ogden and Webster; Villages of Brockport, East Rochester and Fairport. The eligible list may be used to fill vacancies at other agencies with this title served by the Monroe County Civil Service Commission.**

### Candidates also taking other Civil Service Examinations:

In addition to our examination, other civil service commissions in other cities and counties and New York State may be holding tests for similar titles on the same test date. You must apply for examination in each location in which you wish to be considered. When you file for our examination and any offered by another civil service agency, either local or State, it will be necessary to take all of these examinations at the same examination center. If you have applied for a State examination, all your examinations must be taken at a State test center. The New York State Department of Civil Service will contact you regarding where and when you should report to the State test site approximately one week before the examination. You must complete our crossfiler form and submit it to our office no later than three weeks before the test date whenever you apply for examinations administered by municipalities other than Monroe County. Indicate all examinations and locations for which you have applied, and when non-State examinations are being taken, which local examination center you prefer. In the case of local examinations, approval of your request is subject to seating capacity and the policies of the other local civil service agencies regarding cross filers.

### Minimum Qualifications: Candidates must meet the following minimum requirements on or before the date of the written exam.

Graduation from high school or possession of an equivalency diploma.

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 (35<sup>th</sup>) 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 per Section (58) of New York State Civil Service Law.**

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

**Special Requirements:**

Driver's license: Applicants must possess a valid New York State Class \*D\* driver's license at the time of appointment.

**Examination Residency Requirement:**

There is no residency requirement to participate in the examination

**Additional Information:**

1. **Physical/Medical:** Applicants must meet the physical and medical standards established by the Municipal Police Training Council. Drug testing is included in the medical examination.
2. **Background Investigation and Additional Screening:** Applicants will be subject to an extensive background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records and/or other records. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. The psychological examination will consist of both a written evaluation and oral evaluation. Applicants may be required to take a polygraph examination prior to appointment.
3. **Residency:** Applicants must be Monroe County residents at the time of appointment.
4. **Citizenship:** Must be a United States citizen at time of appointment.
5. **Felony Conviction:** Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment.
6. **Training Requirements:** Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law during the probationary period or otherwise be removed from the position.

**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 the LAST FOUR DIGITS of 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:**

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. 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 a request for application fee waiver and certification 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 may also be assigned to specialized units. Work is performed in accordance with the laws, rules, regulations and policies and procedures of the Sheriff's Office. Deputies are armed during the performance of duties. Deputies report directly to, and work under the general direction of, a higher-ranking Deputy Sheriff.

**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:**

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 passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying physical-agility test before they can be certified for permanent appointment. These tests will be given as the needs of the service require. Candidates who pass the qualifying physical fitness test may be selected by a law enforcement agency to undergo further processing to determine if they qualify for appointment. This processing includes a medical exam, background investigations and psychological evaluation.

The **written, multiple-choice 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. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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/Deputy Sheriff Series"** is 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:**

The use of calculators is **PROHIBITED** for this exam. You may not bring books or other reference materials.

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.

**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 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 the qualifying test will remove your name from further consideration for appointment.

----- **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 Veterans Affairs. 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)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, 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 cross-filer 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.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

**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:** August 28, 2013