

**CITY OF SALAMANCA CIVIL SERVICE COMMISSION  
OPEN-COMPETITIVE EXAMINATION**

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**POLICE OFFICER # 64440**

**SALARY:** \$16.92

**VACANCY:** The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the "City of Salamanca" Police Department.

**APPLICATION FEE:** \$15.00 per application

**EXAMINATION DATE:** November 14, 2009

**LAST FILING DATE:** October 16, 2009

(Applications received by mail **MUST BE** postmarked by October 16, 2009.)

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**RESIDENCE:** Candidates must have been legal residents of New York State at the time of appointment. Preference in appointment may be given to successful candidates who are local residents.

**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; does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date: **October 16, 2009**

**Education:** Candidates must be a high school graduate or in possession of a high school equivalency diploma:

**NOTE:** Applicants who do not possess a high school equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

**SPECIAL REQUIREMENTS:**

**AGE:** Candidates must be at least 19 years of age on or before **November 14, 2009** to be admitted to the written test. Eligibility for appointment as a Police Officer begins when the candidate reached age 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 purposes of determining whether they meet 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 Salamanca Civil Service Commission 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 time of appointment.

You **MUST** complete the sections of the application indicating your **date of birth, citizenship, and driver's license.** If these are not completed your application will be disapproved as incomplete.

**Note:** Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar 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 physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination. One Physical Agility retest is permitted within 30 days of first agility test given.

**WRITTEN TEST:** The written test will be designed to test for 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 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.

**PERC 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 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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

“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 or 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 deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**FEE REQUIRED:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15.00)** per applicant for **EACH** examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the “City of Salamanca.” **APPLICANTS MUST RECORD THE EXAMINATION NUMBER (S) AND TITLE (S) ON THEIR CHECKS.** Refunds will be granted prior to the date of the examination only to applicants who are disapproved by this commission. No refunds will be granted to applicants who do not appear for testing on the scheduled examination date.

**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. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

## **THE USE OF CALCULATORS IS PROHIBITED FOR 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, 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. This commission will permit one physical agility retest which must be completed within 30 days from the date of the first failed physical agility test.

“Copies” of the physical fitness and medical standards area available upon request from the City of Salamanca Civil Service Office.

**Note:** A copy of the “Guide to taking the examination for Entry-Level Police Officer Series, in the Civil Service office or at the New York State Department of Civil Service web site: <http://www.cs.state.ny.us/msd/map.html>. If you do not have access to the World Wide Web, you may call/write City of Salamanca, 225 Wildwood Avenue, Salamanca, NY 14779, or (716) 945-4250 to obtain a copy.”

**SATURDAY SABBATH OBSERVERS, HANDICAPPED, ACTIVE MILITARY, EMERGENCY OR SCHEDULE CONFLICTS BEYOND CONTROL:** If special arrangements for testing are required, indicate this on your application form and contact this office.

**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 test 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 at which you wish to take your examination.

**VETERAN’S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office. **Veteran’s credits can only be added to a passing score on the examination.**

Effective January 1, 1998, the state Constitution was amended to permit a candidate currently in the Armed Forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indications that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

**SECTION 23.3 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.

Applications may be obtained from the Salamanca Civil Service Office, 225 Wildwood Avenue, Salamanca, N.Y. 14779. Phone (716) 945-4250 office hours: Monday – Thursday 6:00am - 10:00am, Friday 6:00am – 9:30am. Applications must be filed with this office no later than the last filing date as specified above.

Approved applicants will be sent a written notice when and where to appear to take the written test. If you do not receive the notice 3 days before the exam date, contact the Salamanca Civil Service Commission immediately at (716) 945-4250.

**CITY OF SALAMANCA - AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**