

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

**EXAMINATION FOR
NO. 68-264 POLICE OFFICER
BUREAU OF POLICE**

An Open Competitive examination for the position of **POLICE OFFICER, BUREAU OF POLICE**, will be held on Saturday morning, **NOVEMBER 19, 2016**, at East Middle School, 167 East Frederick Street, Binghamton, New York at 9:00 A.M.

Vacancies: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Binghamton.

MINIMUM SALARY: \$41,944.00 per year

Posted: 8/31/2016

A fee of **\$25.00** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which 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 waivers are subject to verification. If you can verify eligibility for an application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 5th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at www.binghamton-ny.gov** and must be filed at said office on or before **Wednesday, September 28, 2016, at 4:45 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

It is the responsibility of the candidate to notify the City of Binghamton, Civil Service Department of any change in name or address. No attempt will be made to locate candidates who have moved.

CROSS FILER STATEMENT: If you have applied for both a City of Binghamton examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a City of Binghamton Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at www.binghamton-ny.gov and must be submitted at least two weeks prior to the examination.

Failure to submit the Cross filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.

When taking both State and City of Binghamton examinations, you will be required to take all your examinations at a State examination center. You will be advised by the state when and where to report for your examinations.

RESIDENCY REQUIREMENTS FOR APPLICATION:

CANDIDATES MUST BE LEGAL RESIDENTS OF BROOME COUNTY OR ANY CONTIGUOUS COUNTY (CHENANGO, DELAWARE, TIOGA, AND CORTLAND) AT TIME OF APPLICATION.

RESIDENCY REQUIREMENTS FOR APPOINTMENT:

SUCCESSFUL CANDIDATES MUST BE LEGAL RESIDENTS OF THE CITY OF BINGHAMTON AT TIME OF APPOINTMENT, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF BINGHAMTON.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

1. Possession of 60 credit hours from a regionally accredited NYS registered college or university at time of appointment or:
2. Two years of military service, possessing an honorable discharge; or
3. An equivalent combination of education and experience as set by the limits of (1) and (2) above with 30 credit hours being equal to one year of service as noted in (2) above.

NOTE: If successful in the examination, such applicants will not be certified for appointment until they have submitted proof of credit possession to the City of Binghamton Civil Service office.

SPECIAL REQUIREMENTS: Age: BE SURE TO INDICATE YOUR BIRTHDATE ON THE APPLICATION.

Candidates must be at least 19 years of age on or before November 19, 2016 to be admitted for the written test. 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 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 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, Religious 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 Municipal Civil Service Commission, City of Binghamton 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.

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

DUTIES: The work involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in the community. The duties of a Police Officer include routine patrol work, assisting in the investigation of criminal offenses, traffic control and dealing with juvenile problems. Ordinarily, a Police Officer, whether on patrol 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.

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 within one year of appointment in order to attain permanent status in the position.

SUBJECT OF EXAMINATION Subjects of 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.

A Guide for the Written Test for Police Entrance is available at the New York State ebsite:www.cs.ny.gov/testing/localtestguides.cfm Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm. A copy of the Guide to Taking the Written Test for this particular exam is available upon request at time of application in the Civil Service Office, 38 Hawley Street, City Hall, 5th Floor, Binghamton, New York 13901.

******THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION******

QUALIFYING PHYSICAL FITNESS TEST: Candidates who pass the written test and drug screening will be required to pass the qualifying physical agility 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:

1. **Muscular Endurance** – The requirement is for a number of bent-leg sit-ups to be performed in one minute.
2. **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.
3. **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 (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 of appointment. 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. Detailed physical and medical requirements are available at <http://www.criminaljustice.state.ny.us/ops/docs/registry/policeapptsmed.pdf>.

Note: Failure to appear for a scheduled physical fitness screening test will be considered equivalent to failure.

QUALIFYING PHYSICAL AND MEDICAL EXAMINATION: Candidates must meet the physical agility and medical standards prescribed by the Municipal Police Training Council (MPTC). At this time, the medical standards include, but are not limited to vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye. All candidates must have acceptable color perception, and acceptable hearing acuity.

QUALIFYING PSYCHOLOGICAL EXAMINATION: The Binghamton Police Department will administer a psychological screening test and submit it to a qualified psychologist.

Note: Candidates must pass all of the qualifying tests to be certified for appointment from the eligible list.

NO-RETEST POLICY: Candidates who must pass qualifying Physical, Medical and Psychological examinations will only be examined once. Failure on any part of a qualifying examination will render the candidate ineligible for certification and appointment from the eligible list. Candidates will be required to retake the written examination prior to taking another qualifying examination. There will be no retesting for Drug Screenings, Physical Abilities, Medical or Psychological Examinations required for any Civil Service Examinations and or appointments.

VETERAN CREDITS: 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 indicating 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.

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 the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the 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."

RELIGIOUS ACCOMMODATION—DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

MILITARY PERSONNEL: Military Law

Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center.

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 5th floor, City Hall.

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.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.

Patricia Keppler
Personnel & Safety Director