



# CITY OF ROME CIVIL SERVICE COMMISSION

198 NORTH WASHINGTON STREET / ROME, NEW YORK 13440 (315) 339-7609

Jacqueline M. Izzo  
Mayor

/ Cynthia Rogers-Witt  
Chairperson

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Commissioner

Ronald Casadei  
Commissioner

## EXAMINATION ANNOUNCEMENT

### OPEN COMPETITIVE EXAMINATION

# POLICE OFFICER # 63946

**EXAM DATE: SEPTEMBER 15, 2018**

**APPLICATION POSTING DATE:**  
**JULY 6, 2018**

**APPLICATION DEADLINE:**  
**AUGUST 3, 2018**

**STARTING 2018 SALARY:**  
\$ 32,723.00 (WHILE IN ACADEMY)  
\$ 43,631.00 (AFTER SUCCESSFUL  
COMPLETION OF POLICE ACADEMY)

All applicants are strongly encouraged to thoroughly review the MINIMUM QUALIFICATIONS for this examination against your own professional employment/educational experience to ensure you adequately meet the requirements for admission and to apply for only those examinations for which you are clearly qualified.

#### **DUTIES:**

Responsible for the enforcement of laws and ordinances and protection of lives and property in a designated area of an assigned shift; does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school, possession of a high school equivalency diploma (GED) or a United States Armed Forces GED and two (2) years of verifiable employment history.

#### **AGE:**

Candidates must be at least nineteen (19) years old on or before the date of the examination to take the Police Officer exam. Eligibility for appointment as a Police Officer begins when the candidate reaches age twenty (20).

**Candidates who reach their thirty-fifth (35) birthday on or before the date of the written examination are not qualified except as follows:** Section 58.1(a) of the New York State Civil Service Law requires that applicants not be "more than thirty-five (35) 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 accommodations, or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) to discuss their request.

Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10a) of the Military law, deducted from their age for purposes of determining whether they meet the age requirement.

#### **APPLICATION FEE:**

A TWENTY-FIVE DOLLAR (\$25.00) **non-refundable** application fee is required and must accompany each application at time of filing. Payment must be made by **check or money order only** payable to Rome Civil Service Commission. Applications postmarked **after** the last filing date will be returned to the applicant with the application fee.

**VACANCIES:** A corresponding civil service eligible list will be established from this examination and will be used to fill any applicable vacancies for this title in the City of Rome jurisdiction as they may occur.

#### **RETURNED CHECK POLICY:**

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of **\$20.00** will be added to the examination application fee and will be required to be paid in cash or money order in the City of Rome Treasurer's Office at Rome City Hall, 198 North Washington Street, Rome, New York 13440.

## **RESIDENCY:**

Residency is not required to participate in City of Rome Civil Service exams or to apply for general employment. Preference in appointment may be given to successful candidates that legally reside in the City of Rome at time of appointment.

## **DRIVERS LICENSE:**

Candidates must possess a valid NYS Driver's License at time of appointment.

## **SUBJECTS OF THE 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 website: [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) . Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

## **CALCULATORS ARE **NOT PERMITTED** FOR THIS EXAM**

This written examination will be 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 will apply to this examination.

## **THIS EXAM IS COMPRISED OF FOUR (4) SEPARATE QUALIFYING SEGMENTS**

### **1. NEW YORK STATE CIVIL SERVICE WRITTEN EXAM**

### **2. PHYSICAL AGILITY TEST:**

Candidates appearing on the resulting eligible list who are reachable for appointment will be required to participate in and successfully pass a New York State approved Physical Agility Test. Additional information regarding this test is available by visiting: <http://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf> Physical Agility Test candidates that are not able to successfully pass this test will be officially removed from further appointment consideration.

### **3. BACKGROUND INVESTIGATION AND POLYGRAPH EXAMINATION**

To assist in determining character and fitness, and to verify information provided by the applicant, each potential appointee will be the subject of a thorough background investigation. Candidates MUST authorize access to educational, financial, employment, and criminal history records. Family, neighbors, employers, associates, and others will be interviewed. Derogatory information will be evaluated and that may result in disqualification. Candidates will also be required to submit to a polygraph examination. Candidates who receive a satisfactory evaluation on the background investigation, inclusive of a polygraph examination, and meet all other administrative requirements at this phase, will be considered eligible for appointment.

### **4. SUCCESSFUL COMPLETION OF POLICE ACADEMY TRAINING**

## **GENERAL APPLICANT INSTRUCTIONS AND INFORMATION:**

**1. APPLICATIONS:** Unless otherwise indicated in this announcement, all candidates are required to complete one “City of Rome Application For Civil Service Examination And General Employment” form for each examination he/she wishes to take. Applicants must answer all related questions on the application form and make sure that the application is complete in all respects. All applications are to be filed with Rome Civil Service Office. The Rome Civil Service Commission reserves the right to reject any/all applications that are incomplete or may be missing any information that is otherwise required under the Minimum Qualifications for this examination. The City of Rome Civil Service Office is under no obligation to contact you after your application has been submitted in an effort to acquire missing information such as employment history, educational transcripts, trade licenses, and/or driver’s license after your application has been received. Applications received with a postmark after the last filing date will not be processed.

The City of Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for mis-delivered mail or postal delays. Applications delivered in person to the Rome Civil Service Office at Rome City Hall will be accepted between the hours of 8:30p.m. and 4:30p.m. Monday through Friday. Candidates will be notified by mail of acceptance or non-acceptance of their application(s) after the filing date.

**2. ADDRESS CHANGE:** Candidates must notify the City of Rome Civil Service Office of any change of address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

**3. ADMISSION NOTICES:** Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. Applicants that have been disapproved will also be notified in writing. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT (315) 339-7609.**

**4. ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department.

**5. COLLEGE DEGREE / CREDITS:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Information relating to recognized companies that provide this service is available on the New York State Department of Civil Service website at: [www.cs.ny.gov/jobseeker/degrees.cfm](http://www.cs.ny.gov/jobseeker/degrees.cfm).

**6. CROSS FILING:** If you have applied for another civil service examination(s) through any other state, county, or local civil service agency that will be given on the same day as this test, you must make arrangements to take all of the examinations at one site.

Cross File Notification forms must clearly indicate the agency(ies) where you have cross filed, where you intended to take your exam, and must be submitted to this office no later than three (3) weeks prior to the examination date. Applicants that have applied to take a City of Rome exam that have also applied to take an exam for a New York State position, will be required to take their City of Rome exam at the New York State designated examination site.

**Please note that if you have cross filed, it will be your responsibility to bring any/all Civil Service Examination Admission Notices with you to your designated exam site on the day of the exam.**

Cross File Notification forms are available at this office and on the City’s website at: [www.romenewyork.com](http://www.romenewyork.com).

### **7. SPECIAL EXAM ARRANGEMENTS AND ACCOMMODATIONS:**

If you are an applicant with a disability requiring special arrangements or special accommodations to be made for you in order to participate in this examination on the exam day or if you will not be able to be tested on the date of exam due to a religious observance or military enlistment, a written explanation of the reason(s) you are requesting special exam arrangements and any supporting documentation (if available) must be attached and submitted with this application.

**8. ELIGIBLE LISTS:** Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those indicated on this announcement.

**9. EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office no later than the first business day following the exam date. Verifiable documentation of the emergency will be required.

**10. WEATHER RELATED EMERGENCIES:** In cases involving adverse weather conditions that may delay or lead to the cancellation of the examination, please visit: <http://www.wktv.com/weather/alertsclosings> or tune to: WKTV NewsChannel 2 Utica (Channel 2 on Spectrum Cable / Channel 2 on DirecTV in Utica or Channel 2 on Dish Network in Utica) or WKAL 1450 A.M. (Rome) between the hours of 6:00 AM and 8:00 AM on the date of the examination.

**11. MILITARY MEMBERS:** If you apply for an examination during the filing period but are called to active military duty after the filing deadline and/or prior to the date of the examination, you may request a military makeup examination. Military members on active duty or discharged during the examination filing period may apply for the examination up to ten (10) days before the test date. Please contact the Rome Civil Service Office for more information,

**12. VETERANS' CREDIT:** Veterans' or disabled veterans eligible for additional credit may submit an "Application for Veterans' Credits" with their exam application or at any time after the examination, but, no later than two (2) weeks prior to the establishment of the resulting eligible list. **Veterans' credits are applied to passing exam scores and may only be used once. No credit will be granted after the establishment of the eligible list.** Additional information concerning eligibility is available on the Veterans' Credit application form. Applications for Veterans' Credits are available from this office and on the City's website: [www.romenewyork.com](http://www.romenewyork.com) .

**13. SENIORITY CREDIT:** An additional four tenths (.4) of a point will be added to a passing promotional exam score for each year of continuous employment service in the competitive class for the City of Rome in which promotion is sought up to a maximum of twenty (20) years or a total of 8.0 points. Employment must be continuous from the original date of appointment in a competitive class position.

**14. SPECIAL CREDIT:** 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 (10) 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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

**15. RESIDENCY:** Residency is not required to participate in City of Rome Civil Service exams or to apply for general employment. Preference in appointment may be given to successful candidates that legally reside in the City of Rome at time of appointment.

**16. WAIVER OF APPLCATION FEE:** In accordance with Civil Service Law Section 50.5(b), fees shall be waived for candidates who certify to the state civil service department, a municipal or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. Application Fee Waiver Request forms are available at the City of Rome Civil Service Office and must be received at the time your application is submitted or no later than the last filing date.

**Federal and State Law prohibit discrimination because of age, race, color, religious affiliation, national origin, gender, sexual orientation, disability, and marital status.**  
**The City of Rome is an Equal Opportunity Employer.**

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City Hall

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