CITY OF ROME CIVIL SERVICE COMMISSION

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

Jeffrey M. Lanigan Mayor / **Della Pray** Chairperson **Bryce Baldwin** Commissioner **Richard Swan** Commissioner

EXAMINATION ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

POLICE OFFICER #60067-610

EXAM DATE: OCTOBER 17, 2026

APPLICATION POSTING DATE: **JULY 10, 2026**

APPLICATION DEADLINE: **SEPTEMBER 11, 2026**

STARTING 2026 SALARY: $ 54,704.00

DUTIES:

This position is 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. Duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily, a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer.

MINIMUM QUALIFICATIONS:

At time of application, all candidates must be at least nineteen (19) years of age on or before the examination date, a high school graduate, be in possession of a high school equivalency diploma (GED) or be in possession of a United States Armed Forces GED.

SPECIAL REQUIREMENTS:

A.) Candidates must possess a valid NYS Driver's License at the time of appointment which must be maintained throughout employment.

B.) United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

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). **DATE OF BIRTH MUST BE ENTERED ON APPLICATION**.

Candidates who reach their forty-third (43) 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 (10a) of the Military law, deducted from their age for purposes of determining whether they meet the age requirement. **Effective on September 1, 2025** Section 58.1(a) of the New York State Civil Service Law requires that applicants not be "more than forty-three (43) 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.

APPLICATION FEE: $25.00

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** and 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.

CITIZENSHIP AND RESIDENCY: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination. 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.

SUBJECTS OF THE WRITTEN EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. SITUATIONAL JUDGMENT: These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

2. LANGUAGE FLUENCY: These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

3. INFORMATION ORDERING AND LANGUAGE SEQUENCING: These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

4. PROBLEM SENSITIVITY & REASONING: These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

5. SELECTIVE ATTENTION: These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

6. VISUALIZATION: These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

7. SPATIAL ORIENTATION: These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

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.

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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: https://www.cs.ny.gov/testing/testguides.cfm

Candidates that achieve a minimum qualifying score of 70.0% or higher on the NEW YORK STATE CIVIL SERVICE WRITTEN EXAM and if reachable for appointment from the resulting eligible list will be required to participate in and successfully pass each of the following individual phases of qualification:

1. 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 the physical agility test will be officially removed from further appointment consideration.

2. BACKGROUND INVESTIGATION: In accordance with Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

3. POLYGRAPH EXAMINATION: Candidates that successfully pass the background investigation phase will then be required to submit to and must successfully pass a polygraph examination.

4. PSYCHOLOGICAL EVALUATION: In accordance with Section 58 of the Civil Service Law, candidates will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

Candidates that receive satisfactory results in each of the above phases of qualification will be interviewed by City administration whereby final candidate selection will be made.

5. SUCCESSFUL COMPLETION OF POLICE ACADEMY TRAINING: Appointed candidates are sworn into public service and are then required to attend and successfully complete basic training for Police Officers.

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 misdelivered 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 CHANGES: 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 be notified by separate notice. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE WITHIN 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 .

6. CROSS FILING: If you have applied for any other civil service examination(s) with any other state, county, or local civil service agency examinations 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 two (2) weeks prior to the date of this exam**. 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.

Cross File Notification forms are available at this office and on the City's website at: www.romenewyork.com .

7. SPECIAL EXAM ARRANGEMENTS AND ACCOMMODATIONS: Applicants with a disability requiring special arrangements or special accommodations to participate in this examination on the exam day or candidates not able to be tested on the date of exam due to a religious observance or military enlistment will need to submit a written explanation of the reason(s) for requesting special exam arrangements with any supporting documentation (if available). **Information 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 an examination, please tune to: **TV:** WKTV, WUTR / **RADIO:** AM1450, AM950, FM96.9, FM104 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 .

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. CITIZENSHIP AND RESIDENCY: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination. 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.

Issued: Jul 10, 2026 (City of Rome Civil Service Commission)