



CITY OF TONAWANDA CIVIL SERVICE COMMISSION

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William Sheldon, Chairman
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**THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION**

POLICE OFFICER

No. 62892

**Salary: \$34,666.18 Academy
\$57,775.21 First Year**

DATE OF EXAMINATION: December 2, 2017

LAST DATE TO FILE APPLICATION: October 1, 2017

The eligible list resulting from this examination will be used to fill future vacancies in the City of Tonawanda Police Department.

APPLICATION FEE: There is a \$17.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

RESIDENCY REQUIREMENT: There is no residency requirement for this exam. Preference in appointment may be given to City of Tonawanda residents. (Pursuant to subdivision 4-a of Section 23 of the Civil Service Law and the City Code of Ordinances, to be considered a resident, applicant must have been, at the time of certification for appointment and for at least four months prior thereto, a resident of such municipality.)

GENERAL STATEMENT OF DUTIES: The work involves responsibility for the enforcement of laws, ordinances and protection of lives and property. These duties consist primarily of routine foot or car patrol tasks, assisting in criminal investigations and the apprehension of criminals. Work assignments are performed under the supervision of a higher-ranking officer; however, with leeway provided for exercise of sound judgment in emergency or life threatening situations. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma

AND

(a) Completion of 60 college credit hours from an accredited college or university (presentation of transcript to Civil Service Commission prior to certification for appointment);

OR

(b) Receipt of an honorable discharge or released under honorable conditions after two (2) years of uninterrupted active military service (presentation of DD-214 discharge to Civil Service Commission prior to certification for appointment);

OR

(c) Six (6) years of uninterrupted active reserve duty (presentation of official military documentation that substantiates time served to Civil Service Commission prior to certification for appointment).

If successful on the examination, a candidate will not be certified for appointment until the required college transcript, DD-214, or official military documentation substantiating time served is submitted to the Civil Service Commission.

AGE: Candidates must be at least 18 years of age on or before December 2, 2017, to be admitted to 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...ö Candidates who may be impacted by the maximum age requirement and/or 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 Commission's alternate test date policy) are advised to contact the city of Tonawanda 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.

DRIVERS LICENSE: Candidates must hold a valid New York State Driver's License at the time of appointment and must maintain such license throughout their tenure in this position.

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

SUBJECTS OF EXAMINATION:

There will be a written test, which you must pass in order to be considered for appointment. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council.

These standards are posted on the website: http://www.tonawandacity.com/residents/civil_service.php#WW9m2v3rsdk.

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 and psychological examinations.

A written test is 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/localtestguides.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.

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, 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 (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 for appointment.

Copies of the physical fitness and medical standards are available upon request from the City of Tonawanda Civil Service Commission Office.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations 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 by filling out a cross-filer form (available at our office or on our website).

If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will receive a letter from the state notifying you of the location you are to report to.

You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government AND subsequent to such use, he/she was determined by the United States Department of Veteran's Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

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 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 ACCOMODATION-DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application under Number 5.

Applications are available at: http://www.tonawandacity.com/residents/civil_service.php#.WW9m2v3rsdk and the Civil Service office or you may send a self-addressed, stamped envelope to the Civil Service Office, 200 Niagara Street, Tonawanda, NY 14150.

THE CITY OF TONAWANDA IS AN EQUAL OPPORTUNITY EMPLOYER

LETTER WILL NOTIFY CANDIDATES OF EXAMINATION TIME AND LOCATION.

Issue date: July 20, 2017