



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

COUNTY POLICE OFFICER (SPANISH SPEAKING) / POLICE OFFICER (SPANISH SPEAKING)

Civil Service Exam held in Ontario County
 (Open to the public)

<u>Exam Date*</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
September 18, 2021	65-745-SS	\$20.00 (Do not send cash)	August 27, 2021

*Due to required social distance requirements this examination may be held in multiple sessions, over a two-day period. The day and session assigned will be random; requests for a specific day or session will be not be granted except for religious accommodations as noted in this document.

***The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).**

A *Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Pay Rate: County Police Officer (Spanish Speaking) 2021 starting salary: Training Rate of Pay \$22.51/hr.
 After completion of field training, employee shall move to Step 1 of the current year's salary.
 Step 1 for 2021: \$55,265.60 (\$26.57/hr)
 Police Officer (Spanish Speaking) Starting Salary:
 City of Geneva: \$45,267-\$74,210

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in these titles, which may occur during the life of the Eligible List. An eligible may receive only one permanent or contingent-permanent appointment from this Eligible List. Once appointed, there will be a probation period of 26 to 78 weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government.

Residency Requirements: Candidates must have been legal residents of New York State for at least one month immediately preceding the examination date.

County Police Officer residency requirement: Chapter 47, Article 2, Section 3-b of the NYS Public Officers Law states individuals appointed as a County Police Officer in the Office of Sheriff will be required to be residents of Ontario County at time of appointment and throughout the tenure of employment.

Police Officer residency: In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Minimum Qualifications: County Police Officer & Police Officer: High School graduation; or possession of a high school equivalency diploma issued by an Education Department of any of the United States; or possession of a comparable diploma issued by any Commonwealth, Territory or Possession of the United States or by the Canal Zone.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

Special requirements for appointment:

1. United States citizenship;
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position;
3. Satisfaction of the medical and physical fitness requirements for Police Officers, established by the Municipal Police Training Council;
4. Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20.

Section 58.1(a) 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 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.

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 Ontario County Human Resources at 585-396-4465 to discuss their request.

Special Requirement for Permanent Appointment: Successful completion of the Municipal Police Training Council's Police Officer Training Course within the time prescribed in the Executive Law.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Job Description:

County Police Officer: County Police Officers work for the Sheriff and may occupy several different types of major job assignments in carrying out their general duties. While general patrol work is by far the most common assignment, incumbents may also be assigned, on a permanent, rotating or concurrent basis, to investigative juvenile or administrative functions. Work is performed under the general supervision of a Sergeant or higher-ranking officers. County Police Officers are required to apply independent judgment in performing their duties, complying with relevant laws, rules and regulations. County Police Officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and physical abilities necessary to satisfactorily carry out their assignments. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Does related work as required.

Police Officer: These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Police Officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and physical abilities necessary to satisfactorily carry out their assignments. Ordinarily a Police Officer, whether on patrol work 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. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Does related work as required.

Qualifying Physical Agility Test: Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Candidates will be given only two opportunities to pass the **Physical Fitness Test**. A description of the physical fitness test and requirements are attached. Complete testing policy is available in the Department of Human Resources upon request.

Background Investigation and Additional Requirements:

Investigative Screening: As stated in 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. Applicant will be responsible for the necessary fees for the fingerprint processing.

Psychological Evaluation: As stated in Section 58 of the Civil Service Law, you 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 in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

Drug testing is included in the required medical exam.

Ontario County and the Department of Human Resources is committed to a Drug Free Workplace and has determined that the use or sale of illegal controlled substances, including exchanging or giving to another of any illegal controlled substance, may disqualify candidates from employment as a County Police Officer.

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 the General Municipal Law within one year of appointment in order to attain permanent status in the position. Field training assignment is required during probationary period.

Subjects of examination: A 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.

Subject of Examination: (Continued)

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 and 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, or laws, which will be 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 in which you would move to get to another location by the shortest (least distance) route.

Test guide: A Guide for the Written Test for Entry-Level Law Enforcement is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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 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.

Answers to frequently asked questions about the entry-level law enforcement officer examination will be available at the following website: <https://www.cs.ny.gov/jobseeker/local/faqs.cfm>.

USE OF CALCULATORS IS **PROHIBITED** FOR THIS EXAM

In addition to the subjects of Examination covering the written test, a performance test will be conducted as follows:

Spanish Language Proficiency Test: The language proficiency test is designed to evaluate the candidate's oral proficiency in the target language, at the level appropriate for the title being filled. A Level II proficiency in the Spanish language is required to pass the qualifying oral proficiency test for this title. This is equivalent to having a working oral language proficiency with understandable, smooth expression at a conversational level of communication.

Based on the ranking on the written test, only a sufficient number of candidates needed to fill present vacancies will be called to take part in the oral Spanish proficiency test. As additional vacancies occur, additional candidates who were successful on the written test portion of the examination will be invited to take the Spanish proficiency test. The Spanish Language Proficiency Test will be rated on a pass-fail basis.

Language Oral Proficiency Test Waiver: The oral Spanish language proficiency test will be waived for candidates who have previously passed a Spanish language proficiency examination that was administered under the direction of the Ontario County Department of Human Resources or in any local municipality in New York State within the past five years and was passed at or above the required Level II proficiency standard. If you wish a waiver of the oral portion of this examination, submit a request **within thirty days of the written test** to this Office indicating the title, examination number and the municipality for which it was taken.

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at www.ontariocountyny.gov/HumanResources and NOTICE will be emailed to approved Applicants no later than 7:30 am the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be filed by 11:59 p.m. on **AUGUST 27, 2021**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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, check the box under "**Religious Accommodation**". We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination, write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

Special requirement for appointment in school districts or BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources
County Police Officer (Spanish Speaking) / Police Officer (Spanish Speaking) Exam No. 65-745-SS Issued: August 2, 2021

COUNTY POLICE OFFICER / POLICE OFFICER PHYSICAL FITNESS TEST

As mentioned on the exam announcement for County Police Officer and Police Officer, you must pass all three components of the required physical fitness test in order to qualify for appointment. In preparation for the physical fitness test, please be aware of the following:

- Physical fitness admission notices are mailed to candidates; therefore, make sure to notify the Department of Human Resources of address changes.
- You will be notified of the physical fitness test approximately two weeks before the test date.
- If you cannot take the fitness test on the announced test date due to a conflict, contact this Office prior to the test date so that your status on the Eligible List remains active.
- If you do not appear for or fail the physical fitness test, your name will be removed from the eligible list.
- Candidates who fail the physical fitness test will be given one retest opportunity.
- You will need a current doctor's release note in order to participate in the physical fitness test.
- It is strongly encouraged that you practice for this test beforehand.
- Only the candidates who pass the written exam will be contacted to participate in the physical fitness test. Candidates will be contacted based on their ranking on the current eligible list.

REQUIREMENTS FOR THE QUALIFYING PHYSICAL FITNESS TEST

Sit-up	Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.
Push-up	Muscular endurance (upper body) - The score below is the number of full body repetitions that a candidate must complete without breaks.
1.5 Mile Run	Cardiovascular capacity - The (time) score indicated below is calculated in minutes:seconds.

	Age : Gender		Test	
	Age	Sit Up	Push Up	1.5 Mile Run
Males	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46
Females	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	N/A	18:18
	60+	6	N/A	20:16

If you have any questions regarding the Civil Service exam process, contact
Ontario County Department of Human Resources at
(585) 396-4465 or at hr@co.ontario.ny.us