

**THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**- ANNOUNCES -**

**AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF**

**POLICE CHIEF (Type B) – EXAM NO. 63483**

**DATE OF WRITTEN EXAMINATION:** March 18, 2017

**LAST DATE OF FILING APPLICATIONS:** Applications must be postmarked or received no later than February 10, 2017 in the Civil Service Office by 4:00 p.m.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$25.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. **Cash will NOT be accepted.**

**VACANCIES:** The eligible list established as a result of this examination will be used to fill a vacancy for Police Chief in the City of Oneonta Police Department.

**SALARY:** DOQ

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination. However, non-residents of the City of Oneonta may be required at the time of appointment to become residents of the City of Oneonta in accordance with conditions authorized by local law and/or ordinance.

(Over)

**GENERAL STATEMENT OF DUTIES:** This is a highly important administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct all law enforcement activities of the City. The work is performed in accordance with policies and objectives established by the Mayor and Common Council allowing leeway for the exercise of independent judgment in maintaining high standards of performance.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last date of filing:

- (a) Bachelor's Degree in Criminology and/or Public Administration with ten (10) years progressive experience in the field of Law Enforcement and at least five (5) years in a supervisory capacity i.e., Sergeant, Lieutenant, Captain, Assistant Police Chief, etc; OR
- (b) Fifteen (15) years progressive experience in the field of Law Enforcement with at least seven (7) years in a supervisory capacity, i.e., Sergeant, Lieutenant, Captain, Assistant Police Chief, etc.

**SPECIAL INFORMATION:** Candidates must comply with the requirements set in Civil Service Law, Section 58(1) (b) for the appointment of chiefs of police. Persons appointed to non-competitive police officer positions would not be eligible to participate in the exam for police chief if they have never been appointed to a Police Officer position on a competitive basis as specified in 58(1) (b).

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

1. **Knowledge of law enforcement methods, practices and procedures:** These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

(Over)

- 2. Knowledge of New York State laws:** These questions test the candidates' knowledge of the laws in effect on January 1, 2017. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.
- 3. Police Administrative Supervision and Administration:** These question tests for knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances and budgeting.
- 4. Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the sections.
- 5. Preparing written material in a police setting:** These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four (4) choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four (4) suggestions, the best order of the sentences.

(Over)

### **P.E.R.C. Statement**

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of the committee of police experts who will review all the questions for appropriateness and accuracy. 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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

A Police Chief Series Test Guide for this examination is available on the New York State Department of Civil Service website at [www.cs.ny.gov/testing/localtestguides.cfm](http://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 by contacting the Municipal Civil Service Office administering the examination using the contact information given elsewhere on this announcement.

### ALTERNATE TEST DATE POLICY

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

Adopted MSD: 3/89

Revised MSD: 1/20/99

## **RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS-** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This 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 Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** 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.

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.

**Effective January 1, 2014** the State Constitution was amended to grant additional veteran credits on a competitive civil service examination to individuals who previously received non-disabled, war-time veteran credits for original appointment or promotion to a competitive class position and were then subsequently certified as disabled war-time veterans. If you believe you are eligible for additional disabled veterans' credits, authorization for verification of Non-Disabled Veteran Credits Use form must be filled out and mailed or faxed to the agency that you received the non-disabled veteran credit.

Veteran Credits Application, Disability Record Authorization and Authorization for Verification of Non-Disabled Veteran Credits Use may be found on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or at the City of Oneonta Civil Service/Personnel Office, 258 Main St., Oneonta, N.Y. 13820/(607) 432-0670. The applicant should

make sure **EVERY** question on the application is answered and that the application is complete in all respects. All statements made by candidates on their application are subject to verification.

### **CROSS-FILING:**

#### **MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center.

You can find the cross-filing form on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) to submit with your application or **three (3) weeks** before the date of the examination.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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 waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office.

It is the responsibility of the candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**THE CITY OF ONEONTA IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**DATED: January 4, 2017 Wendy Miller, Secretary**

## **POLICE CHIEF**

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the activities of the Police Department; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly important administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct all law enforcement activities of the City. The work is performed in accordance with policies and objectives established by the Mayor and Common Council allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance. The work is performed under the guidelines of the rules, regulations and standard operating procedures established and maintained by the department.

**EXAMPLES OF WORK:** (Illustrative only)

- Formulates department rules and procedures and issues general orders to the department;
- Reviews activities and reports of officers;
- Plans assignments of subordinates to achieve maximum police coverage;
- Directs and participates in the training of subordinate officers;
- Maintains liaison with state police, sheriff's department and other law enforcement agencies;
- Plans and directs the preparation of reports on activities of the members of the Police Department;
- Supervises and participates in the investigation of criminal offenses and accidents of a serious nature as needed;
- Investigates complaints regarding the activities of the Police Department and takes disciplinary action where necessary;
- Supervises, directly or indirectly through a designee, police activities at all serious riots, fires, large assemblages and other unusual disorders;
- Dispenses information to the public regarding departmental policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;
- Supervises and plans the maintenance of all departmental records and recommends the purchase of necessary supplies and equipment;
- Recommends hiring and promotion of staff;
- Prepares annual budget;
- Responsible of overseeing the UCR reports including crime trends and proactive strategies for eliminating crime problems;
- Make periodic inspections of officers and the building.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of modern principles and practices of police work and police administration, thorough knowledge of the New York State Penal Law, Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of scientific methods of crime detection and criminal investigation; demonstrated ability to lead and direct the activities of police officers; ability to interpret the work of the Police Department and to maintain cooperative relationships with other municipal officials and

with the general public; resourcefulness; high social intelligence; sound judgment; integrity and excellent moral character; good physical condition.

**MINIMUM QUALIFICATIONS:**

(a) Bachelor's Degree in Criminology and/or Public Administration with ten (10) years progressive experience in the field of Law Enforcement and at least five (5) years in a supervisory capacity i.e., Sergeant, Lieutenant, Captain, Assistant Police Chief, etc.;

**OR**

(b) Fifteen (15) years progressive experience in the field of Law Enforcement with at least seven (7) years in a supervisory capacity, i.e., Sergeant, Lieutenant, Captain, Assistant Police Chief, etc.

**SPECIAL INFORMATION:** Candidates must comply with the requirements set in Civil Service Law, Section 58(1) (b) for the appointment of chiefs of police. Persons appointed to non-competitive police officer positions would not be eligible to participate in the exam for police chief if they have never been appointed to a Police Officer position on a competitive basis as specified in 58(1) (b).

Modified CSC 12/14/05

Modified CSC: 6/19/14

Jurisdictional Classification: Competitive