

**CITY OF NORWICH ANNOUNCES**  
**PROMOTIONAL**  
**ASSISTANT POLICE CHIEF**

**LAST FILING DATE: February 3, 2012      SALARY: TBD**

**EXAMINATION DATE: March 3, 2012      EXAM NUMBER: 70839**

**VACANCY:** There are no vacancies at the present time. Eligible list will be used to fill future vacancies as they occur.

**DUTIES:** This is an important managerial position involving assisting in the administration and direction of small city police department. Work is performed under general direction of the Chief of Police. Does related work as required.

**MINIMUM QUALIFICATIONS:**

1. Must have ten (10) years experience as a police officer as defined in the state Code of Criminal Law.
  
2. Candidates must be permanently employed in the competitive class of the Norwich Police Department and must have served on a permanent basis for two years as a Sergeant.

**NOTE:** Graduation from a regionally accredited or New York State registered college with a bachelor's degree in criminal justice, police science, police administration, or a related field may be substituted for four years of experience as a police officer; or an associate's degree in criminal justice, police science, police administration or a related field may be substituted for two years of experience as a police officer.

**RESIDENCY REQUIREMENTS:**

Candidates must be a resident of Chenango or continuous counties (Broome, Cortland, Delaware, Madison and Otsego) for at least one month immediately preceding the date of the written test. Candidates must meet residency, requirements as stated in Public Officers law, Union contract and local laws that are in effect at the time of appointment.

**SPECIAL REQUIREMENTS:** Must possess a valid New York State Class 5 driver's license at time of appointment.

## **WRITTEN TEST WILL COVER:**

Subjects 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.

### 2. Knowledge of New York State laws

These questions test the candidates' knowledge of the laws in effect on January 1, 2012. 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. Administrative Supervision - Police

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

### 4. Administration - Police

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

### 5. 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 selections.

## 6. 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 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 suggestions, the best order of the sentences.

**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 a 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.

**NOTE:** 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 subdivision 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.

A Police Chief/Assistant Police Chief Series Test Guide for this examination is available on the New York State Department of Civil Service website at [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm) Candidates are encouraged to visit this website to view or obtain a copy of this publication. Candidates not having access to a computer or the web can obtain 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.

**SENIORITY:** Points will be added to an eligible's score as follows:

1 year up to 6 years	1 point
over 6 years up to 11 years	2 points
over 11 years up to 16 years	3 points
over 16 years up to 21 years	4 points
over 21 years up to 26 years	5 points

**EXAMINATION FEE:** A fee of \$20.00 for city of Norwich residents and \$25.00 for non-residents is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. **DO NOT SEND CASH.** Write the examination number(s) on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee, or whose personal check is returned for insufficient funds, will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall.

**THE USE OF CALCULATORS FOR THIS EXAMINATION ARE PROHIBITED**

**GENERAL INFORMATION:**

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you have applied for any other civil service examination 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.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by call ((518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make 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.

4. Candidates wishing to take more than one examination must complete the application for Employment or Examination form for each request.

5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
7. Falsification of any part of the Application for Examination or Employment will result in disqualification.
8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.
9. 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.
10. 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 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.

11. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

12. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.
13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: January 23, 2012