



**CITY OF NORWICH ANNOUNCES**  
**OPEN-COMPETITIVE EXAMINATION**  
**POLICE OFFICER**

**EXAMINATION DATE: September 26, 2020**

**EXAM NUMBER: 62344**

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN AUGUST 14, 2020**

**EXAMINATION FEE:** A fee of \$20.00 is required 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) and your Social Security number 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.

**VACANCY:** There are vacancies at the present time. Eligible list will be used to fill vacancies as they occur for at least one year from the date of the establishment of the eligible list in the City of Norwich Police Department.

**SALARY :** \$25.54 with Police Academy Certification

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents in the State of New York for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

**DUTIES:** A Police Officer is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period. Does related work as required.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

Note: Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

## **SPECIAL REQUIREMENTS:**

**AGE:** Candidates must be at least 19 years old on or before the date of exam in order to be eligible to take the 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..." 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 the Norwich 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.

**DRIVER'S LICENSE:** Candidates must possess and maintain a valid New York State Driver's License at the time of appointment.

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

**BACKGROUND INVESTIGATION:** Candidates will be subject to an extensive background check which includes a fingerprint check. Prior conduct and behavior as well as general reputation will be reviewed to determine fitness of character. Military service, education and prior work experience are all subject to investigation and verification. Sealed records (except Youthful Offender) will be reviewed. Interviews with neighbors, businesses, friends and relatives may also be conducted. Conviction of a felony will bar you from examination and appointment; conviction of a misdemeanor or other offense may so bar you. Failure to provide requested information within ten days will result in removal from the eligibility list.

**TRAINING REQUIREMENTS:** Individuals must satisfactorily complete the Municipal Police Basic Training program as required by General Municipal Law Section 209-q. Appointment to the position of police officer will not become permanent until such training requirements are satisfied.

### **SUBJECT OF EXAMINATION:**

There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. These qualifying portions will be held at a later date. If you pass the written portion and are given a conditional offer of employment, you will then be scheduled for a medical examination including drug screening, physical fitness test and a psychological evaluation. Any offer of employment is contingent on the passage of all examinations and evaluations.

**A guide to Taking the Examination for Entry-Level Police Officer Series is available in the Civil Service Office One City Plaza, Norwich, NY – (Phone 607-334-1235) or at the New York State Department of Civil service web site: <http://www.cs.state.ny.us/msd/map.html>.**

## WRITTEN TEST:

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in such areas as:

1. **Situational Judgement** - 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 how well you can 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.

## 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 New York State Civil Service Law, Rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**NOTE: USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.**

**PERC STATEMENT:** The 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 the 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>

**QUALIFYING PHYSICAL FITNESS TEST**

The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, 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.

**Flexibility** - The "sit and reach" test measures range of motion of the lower back and hamstrings. This portion involves stretching out to touch the toes and beyond with extended arms from the sitting position.

**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 Norwich Civil Service Commission.

**Sabbath Observers/ Disabled Candidates/ Military Members:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Norwich Civil Service Commission as soon as possible before the test date.

**Military Service Members:** 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 makeup examination. Contact the Norwich Civil Service Commission 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 days before the test date.

**GENERAL INFORMATION:**

1. Application forms and study guides are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. 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 calling (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 whom you have filed an application of the test site at which you wish to take your examination.

3. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.
4. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
5. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
6. Falsification of any part of the Application for Examination or Employment will result in disqualification. Do not interpret a notice to appear for (or actual participation in) the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the examination had been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the test will not receive a score.
7. 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.
8. 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.

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

10. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

11. 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.

12. Applicants who have prefiled an application for this examination must update their application during the filing period in order to be considered for examination.

13. Alternate test dates may be arranged upon review of the circumstance according to the Alternate test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two weeks preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 2:00 p.m. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

14. Weather Emergencies: In case of adverse weather conditions, any delay or cancellation will be broadcast over the Norwich radio station between 6 an 8 a.m. on the date of the examination.

#### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: July 17, 2020