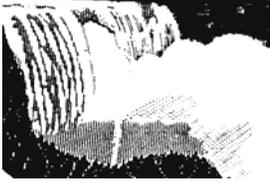


# THE MUNICIPAL CIVIL SERVICE COMMISSION



## OF NIAGARA FALLS, NEW YORK

ANNOUNCES EXAMINATION FOR....

Room 14 -Ground Floor – City Hall

Phone 286-4432 / 286-4430

<http://www.niagarafallsusa.org>

### POLICE OFFICER

#### City of Niagara Falls, NY

This eligible list will be in existence for a minimum of two (2) years from the date that it is established with the option to extend to a maximum of four (4) years upon MCSC approval. The current existing Police Officer eligible list will remain in effect only until the new list is established.

**SALARY RANGE:** \$39,015 – 54,127\* Year (\*after five years)

**EXAM: #62-822 O.C.**

**EXAM FEE: \$25.00** A NON-REFUNDABLE application fee must accompany your application and is required for each exam for which you apply. DO NOT USE CASH. Make check or money order payable to the City Controller and write the examination number on your check or money order.

**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 an 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 Exam Announcement. An application fee waiver that is not supported by the appropriate documentation is grounds for barring admittance to exam or appointment. The “Request for Application Fee Waiver and Certification Form” is available in the Human Resource Department at City Hall.

#### EXAMINATION DATE

November 14, 2015

#### FIRST DAY FOR FILING

September 14, 2015 – 8:00 AM

#### LAST DAY FOR FILING

September 30, 2015 – 3:30 PM

- 1) CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NIAGARA, ERIE, GENESEE, OR ORLEANS COUNTY FOR A PERIOD OF AT LEAST ONE (1) YEAR IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN EXAM. PREFERENCE IN CERTIFICATION IS GIVEN TO CANDIDATES WHO HAVE BEEN RESIDENTS OF THE CITY OF NIAGARA FALLS FOR AT LEAST ONE (1) YEAR IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN EXAM.
- 2) NON-RESIDENTS OF THE CITY OF NIAGARA FALLS WILL BE REQUIRED TO BECOME RESIDENTS OF THE CITY WITHIN SIX (6) MONTHS OF APPOINTMENT AND CONTINUE TO RESIDE IN THE CITY FOR THE DURATION OF EMPLOYMENT IN ACCORDANCE WITH LOCAL LAW #7, SECTION 3.

#### Steps for filing for the examination:

1. *Complete an application for examination on or before the last filing date and submit with a \$25 check or money order, and the following required documents. Candidates who do not provide all of these documents will be listed as conditional and/or restricted and not considered for appointment until the documents are received:*
  - ❖ *NYS Driver’s License (If you do not have a driver’s license, a birth or baptismal certificate must be provided.)*
  - ❖ *High School diploma or GED certificate*
  - ❖ *College degree or transcript (not required to take the exam but required to be considered for appointment)*
  - ❖ *DD-214 to substitute active military service for 30 college credit hours or for age reduction or Veterans Credits.*
2. **FILING FOR THE EXAM:** Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. If filed by mail, the envelope must be postmarked on or before the last date for filing. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.
3. *Candidates taking exams for other jurisdictions on the same date, you must notify this office in writing at least 2 weeks before the exam (see General Instructions on Page 2, Item #14).*
4. *Candidates claiming Veteran’s Credits, you must file a separate form and provide a DD-214 (see General Instructions on Page 2, Item #3).*
5. *Active-Duty Military Personnel: Candidates unable to file an application during the filing period due to active military duty can file up to 10 business days before the scheduled exam date. Candidates unable to take the exam on the scheduled date due to active military duty may and who have properly filed an application to take the exam will be provided with a special make-up examination at a later date (see General Instructions on Page 2, Item #4).*

GENERAL INSTRUCTIONS TO CANDIDATES  
(Please read carefully)

1. RESIDENCY FOR APPOINTMENT: Local Law #7 of the City of Niagara Falls requires that persons commencing employment with the City of Niagara Falls after December 17, 1984, must continue to reside in the City for the duration of employment.
2. COMPLETION OF APPLICATIONS - A regular application must be filed for each exam. The applicant must make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
3. VETERAN AND DISABLED VETERAN CREDITS - Candidates must meet the requirements for Veterans Credits at the time of appointment or promotion. A candidate who is currently in active duty in the military may file for "conditional" credits but will be restricted from certification using the credits until appropriate documentary proof of honorable discharge and dates of service is provided to the Commission. The form necessary for filing for Veterans Credits, however, must be filed with the application. Evidence of military discharge (form DD-214) or proof of military status if claiming "conditional credits" must be presented with this form. You will be allowed the option of waiving these credits after the completion of the exam. For the purpose of claiming veterans credits on a Civil Service exam, an applicant must have served in the armed forces of the United States at any time during the following periods:
  - Lebanon\* - June 1, 1983 - December 1, 1987\*\*
  - Grenada\* - October 23, 1983 - November 21, 1983\*\*
  - Panama\* - December 20, 1989 - January 31, 1990\*\*
  - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)\*\*
  - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952\*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.
4. MILITARY MAKE-UP - -- If you are unable to participate in the scheduled exam due to active military service, you may be eligible for a special military make-up exam at a later date. You must first file for the exam during the filing period or no later than 10 business days before the exam. Once you are able to take the exam and if the eligible list is in existence, you may request from this office to be administered a make-up exam. Proof of your military order or DD-214 substantiating your active military service at the time of the examination must be provided before the test is administered.
5. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
6. FINGERPRINTS - Applicants on open-competitive exams will be fingerprinted when filing the application and at the exam.
7. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
8. BACKGROUND INVESTIGATION - Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation will result in disqualification.
9. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of exam. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 286-4432 or 286-4430.**
10. PASSING MARK - The passing grade in each announced subject of an examination is 70.
11. PHYSICAL EXAM - Prior to appointment, each candidate will be required to pass a physical exam.
12. RETIREMENT SYSTEM - Persons appointed to competitive positions are required to join the NYS Retirement System.
13. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
14. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
  - A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)474-6470 or toll-free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date and also notify the Niagara Falls Civil Service Commission **in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.**
  - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a **written request no later than two weeks before the date of the exams.** You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call (716) 286-4432.
15. 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 exam for original appointment in the same municipality in which his/her parent has served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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.
16. The City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.
17. Applicants who have completed accredited military or industrial training can contact Excelsior College at [www.exelsior.edu](http://www.exelsior.edu) for information about the Full Service Credit Bank service which can issue a college transcript, which can be reviewed for compliance with the minimum education requirement for an exam.

**DISTINGUISHING FEATURES OF THE CLASS:** This work consists primarily of routine patrol tasks in an assigned district during a specific shift with personal responsibility for the maintenance of order, enforcement of laws and ordinances, and the protection of lives and property. The work also involves assisting in the investigation of criminal offenses and apprehension of criminals. There is considerable independent responsibility for the exercise of sound judgment in emergencies. However, ordinary procedures and special assignments are usually carried out under the immediate supervision of a superior officer. The Police Officer performs related work as required.

**MINIMUM QUALIFICATIONS:** CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

1. **AGE REQUIREMENT:** Candidates must be at least 19 years of age on or before the date of the examination 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 35<sup>th</sup> birthday on or before the date of written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave up to six (6) years as defined in Section 243(10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.
2. **EDUCATIONAL REQUIREMENT FOR APPOINTMENT:** Applicants must be a high school graduate or a holder of a high school equivalency diploma issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or a holder of a report from the United States armed forces certifying successful completion of the tests of general education development, high school level AND must have successfully completed at least 60 credit hours of study at a regionally accredited or New York State registered two or four year college or university or business school at time of appointment.  
**Note 1:** One (1) year of active military duty (enlisted, conscripted or reserves) may be substituted for thirty (30) of the sixty (60) college credit hours. Non-activated reservists may not substitute reserve time to meet this requirement.  
**Note 2:** Applicants who do not possess the high school diploma or GED or the required college credits are eligible to take the examination but will be restricted and not be eligible for appointment until proof of the required document(s) is received. **It is the candidate's responsibility to send a copy of the required documents to this office as soon as it is obtained in order to have the restricted status removed.** If proof is submitted after the hiring process has begun, the restricted status may not be removed until after that processing is complete.
3. **DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's License at time of appointment and maintain for the duration of employment. Candidates who have not submitted proof that they have the required drivers license will be restricted from appointment until a copy is received in this office.
4. **CITIZENSHIP:** US Citizenship is required at time of appointment. It is not necessary for admission to the examination.
5. Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar examination and appointment. **PRIOR TO APPOINTMENT, A THOROUGH BACKGROUND CHECK WILL BE CONDUCTED.**

**SUBJECTS OF EXAM:**

**A) WRITTEN TEST** : You must pass the written test in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

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 USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.**

**A) Guide for the Written Test for Local Police Entrance is available at the New York State website: [www.cs.state.ny.us/testing/localtestguides.drm](http://www.cs.state.ny.us/testing/localtestguides.drm). Candidates not having access to a computer or the internet may pick up a copy of the test guide from the municipal office conducting this examination using the contact information found elsewhere on this announcement..**

**RATING OF EXAM:** The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the written 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 Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

**B) QUALIFYING PHYSICAL FITNESS TEST:** Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test consisting of sit-ups, push-ups and a 1.5 mile run. A copy of the fitness standards is available for viewing in the Human Resource Department.

**RETEST POLICY FOR PHYSICAL FITNESS TEST:** Upon failure to successfully complete any one of the individual elements of the physical fitness screening, testing for that candidate will be stopped at the point where the candidate failed. Should the candidate choose to appeal his/her failure, the candidate must submit a written appeal to the MCSC within 30 calendar days of the date of the physical fitness test. The Commission will make a determination regarding the retest and notify the candidate. The candidate will then be considered as temporary unavailable on the eligible list until such time that the next group testing is scheduled at the convenience of the City and all agencies involved and will generally be scheduled with the next group of candidates processed. The retest will consist of repeating the entire test. Only one opportunity for a retest will be allowed. Failure to successfully complete any elements on a retest will result in a failure and removal from the conditional eligible list. The Commission does not guarantee the ability to retest if the testing cannot be scheduled prior to the expiration of the eligible list. Candidates who do not request an appeal will be deemed to have failed and their names removed from the eligible list.

**C) ADDITIONAL TESTS:** Candidates who pass the written test and the qualifying physical fitness test are subject to the following additional tests: Candidates must pass all portions of the exam to be considered for appointment.

- Background investigation
- Medical standards as prescribed by the Municipal Police Training Council
- Psychological evaluation
- Polygraph test

#### **AN EQUAL OPPORTUNITY EMPLOYER**

DATED: September 12, 2015

