THE MUNICIPAL CIVIL SERVICE COMMISSION

OF NIAGARA FALLS, NEW YORK

Room 14 -Ground Floor – City Hall
ANNOUNCES EXAMINATION FOR.... Phone (716) 286-4430/(716) 286-4313
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: $50,707 – $72,846* Year (*after five years) **EXAM: #62-078 O.C.**

EXAM FEE: $30.00 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 wavier 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	FIRST DAY FOR FILING	LAST DAY FOR FILING
September 17, 2022	**July 18, 2022 – 8:00 AM**	**August 3, 2022 – 3:30 PM**

1) CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NIAGARA, ERIE, GENESEE, OR ORLEANS COUNTY FOR A PERIOD OF AT LEAST SIX (6) MONTHS 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 SIX (6) MONTHS 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 $30 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).***

See Reverse Side for General Instructions

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. 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.
7. 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.
8. 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 (716) 286-4430/(716) 286-4313.**
9. PASSING MARK - The passing grade in each announced subject of an examination is 70.
10. PHYSICAL EXAM - Prior to appointment, each candidate will be required to pass a physical exam.
11. RETIREMENT SYSTEM - Persons appointed to competitive positions are required to join the NYS Retirement System.
12. 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.
13. 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) 286-4430/(716) 286-4313.

    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.
15. 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.
16. Applicants who have completed accredited military or industrial training can contact Excelsior College at 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 REQUIREMENTS: 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 35th 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: 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** 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.

   NOTES: Applicants who do not possess either the high school or equivalency diploma or the required college credits are eligible to take the examination but will not be eligible for appointment until they obtain such diploma or college credits.

   One (1) year of active military duty (enlisted, conscripted or reserves) may be substituted for thirty (30) hours of the sixty (60) credit hours. Non-activated reservists may not substitute reserve time to meet this requirement.

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.

4. CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

5. SPECIAL REQUIREMENTS:

   Physical and Medical Requirements: Candidates must meet the medical and physical fitness requirements as prescribed by the New York State Municipal Police Training Council at the time of examination and also at the time of appointment and any additional psychological and/or psychiatric examinations as may be prescribed by the Municipal Civil Service Commission.

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

A) WRITTEN TEST : You must pass the written test in order to be considered for appointment.
SUBJECTS OF EXAM:

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.
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.

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.

THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM

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.

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
- Fingerprinting

AN EQUAL OPPORTUNITY EMPLOYER

DATED: July 16, 2022