Municipal Civil
Service Commission
515 North Avenue
New Rochelle, NY 10801

Domenic Procopio, Chairman
Margaret Chadwick
Rev. Fetson Leak

Y. Jeanett Medina
Administrator
Phone: (914) 654 -2172

PLEASE POST CONSPICUOUSLY

REVISED

POLICE OFFICER

OPEN-COMPETITIVE NO.62-555 - #2329

SALARY RANGE; $46,938 - $79,843 (EFFECTIVE 7/1/09)

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Westchester, Putnam, Rockland or Nassau County, Bronx, Manhattan, Queens, Brooklyn or Staten Island at time of application. Preference in appointment MAY be given to successful candidates who have been legal residents of the City of New Rochelle for at least four (4) months prior to date of the written examination. A CANDIDATES RESIDENCY WILL BE VERIFIED AT TIME OF FILING APPLICATION AND INVESTIGATED BEFORE APPOINTMENT.

VACANCY: The resulting eligible list will be certified to fill appropriate vacancies as they occur in the City of New Rochelle Police Department.

THE CITY OF NEW ROCHELLE WILL NOT DISCRIMINATE AGAINST ANY CANDIDATE ON THE BASIS OF SEX, RACE, COLOR, CREED OR NATIONAL ORIGIN. WE ENCOURAGE MINORITIES TO APPLY.

DATE OF EXAMINATION: SATURDAY, NOVEMBER 17, 2012
LAST FILING DATE: OCTOBER 12, 2012 at 4:00 P.M. NO EXCEPTIONS
TIME AND PLACE OF EXAMINATION: TO BE ANNOUNCED

FILING PROCEDURE: In order to be a candidate for Police Officer for the City of New Rochelle, you must appear in person at the City Hall location WITH PROPER PHOTO I.D. AND.DOCUMENTATION TO PROVE RESIDENCY. I.E. CON ED, TELEPHONE OR CABLE BILL, OR RECENT MAIL SHOWING YOUR ADDRESS. NO APPLICATIONS WILL BE ACCEPTED THROUGH THE MAIL. IF YOU MAIL YOUR APPLICATION, IT WILL BE RETURNED TO YOU AND YOU WILL NOT BE ACCEPTED UNLESS IT IS BROUGHT INTO THE CIVIL SERVICE OFFICE PRIOR TO THE CLOSE OF THE APPLICATION PERIOD.

YOU MAY OBTAIN AN APPLICATION BY SENDING A STAMPED LEGAL SIZED SELF-ADDRESSED ENVELOPE TO THE NEW ROCHELLE CIVIL SERVICE COMMISSION, CITY HALL, 515 NORTH AVENUE, NEW ROCHELLE, NEW YORK 10801.

APPLICATIONS WILL ALSO BE AVAILABLE AT THE FOLLOWING LOCATIONS:
New Rochelle Police Department, Front Desk, 475 North Avenue
New Rochelle Public Library, Library Plaza
Martin Luther King Center, 95 Lincoln Avenue
Municipal Housing Authority, 50 Sickles Avenue

CITY HALL WILL REMAIN OPEN ON TUESDAY, OCTOBER 2ND, 2008 TIL 7:00 PM TO ACCEPT POLICE OFFICER APPLICATIONS.

ADMISSION CARDS WILL BE MAILED TO ALL QUALIFIED APPLICANTS AFTER THE CLOSING DATE. IF YOU DO NOT RECEIVE YOUR ADMISSION CARD TEN DAYS PRIOR TO THE WRITTEN TEST, YOU ARE RESPONSIBLE FOR CALLING THE CIVIL SERVICE OFFICE AT 914-654-2172 FOR INSTRUCTIONS.

AGE REQUIREMENT: Candidates must be at least 19 years old on or before the date of the written test. Eligibility for appointment begins when the candidate reaches 20 years of age. 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 OF UP TO SIX YEARS, AS DEFINED BY SECTION 243(10-a) OF THE MILITARY LAW, DEDUCTED FROM THEIR AGE FOR THE PURPOSE OF DETERMINING WHETHER THEY MEET THE AGE REQUIREMENT.

CITIZENSHIP IS A REQUIREMENT FOR APPOINTMENT. IT IS NOT NECESSARY FOR ADMISSION TO THE EXAMINATION.

MINIMUM QUALIFICATIONS:

EDUCATION: SIXTY (60) COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY RECOGNIZED BY THE STATE EDUCATION DEPARTMENT OF NEW YORK OR THIRTY (30) COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY PLUS TWO (2) YEARS OF ACTIVE MILITARY DUTY WITH AN HONORABLE DISCHARGE BY TIME OF APPOINTMENT. APPLICANTS WITH A HIGH SCHOOL DIPLOMA OR AN EQUIVALENCY DIPLOMA ISSUED BY THE STATE EDUCATION DEPARTMENT WILL BE ALLOWED TO TAKE THE TEST, BUT WILL NOT BE ELIGIBLE FOR APPOINTMENT UNTIL THEY MEET THE COLLEGE OR MILITARY REQUIREMENTS AS STATED ABOVE. NOTE: Applicants who hold a comparable diploma issued by any commonwealth territory or possession of the United States or by the Canal Zone; or hold a report from the United States Armed Forces certifying completion of the tests of general educational development, high school level are eligible to take the test.

DRIVERS LICENSE: TO BE ELIGIBLE FOR APPOINTMENT, CANDIDATES MUST POSSESS A VALID NEW YORK STATE DRIVERS LICENSE AT TIME OF INTERVIEW.

PRIMARY JOB DUTIES: A Police Officer is responsible for the enforcement of laws and ordinances, protects lives and property; does related work as required.

SUBJECTS 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 your name is placed on the certified eligible list. Candidates must then 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. Candidates who pass the qualifying physical fitness test and who are given a conditional officer of employment will be scheduled for the required medical examination.

WRITTEN TEST: The written test is 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 Book. After the 5- minute period, the Memory Book 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.

USE OF CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION.

PERC STATEMENT:

The rating key for t his 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 of and the endorsement by the Police Conference of New York, Inc., The New York State Association of PBA'S Inc., and the New York State Association of Chiefs of Police, Inc.

ALL CANDIDATES WILL BE FINGERPRINTED AT BOTH THE WRITTEN AND PHYSICAL AGILITY TESTS. SPECIFIC INFORMATION CONCERNING THE PHYSCAL FITNESS AND MEDICAL STANDARDS MAY BE REVIEWED AT THE OFFICE OF THE MUNICIPAL CIVIL SERVICE COMMISSION.

CONVICTION OF A FELONY WILL BAR APPOINTMENT, AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.

Candidates must make full and complete statements on their formal application blanks and on their personal medical questionnaire. Misrepresentation is grounds for disqualification. A candidate may rejected who "has intentionally made a false statement on any material fact on their application; or who has practiced or attempted to practice any deception or fraud on their application, in their examination, or in securing their eligibility for appointment". (Section 50 of the Civil Service Law)

Applicants shall cooperate fully with the Civil Service Commission and the New Rochelle Police Department in their investigation into the candidate's background.

All candidates will be drug tested prior to any appointment. Candidates who test positive for any illegal substance may be subject to removal from the eligible list.

Candidates shall be of good moral character, in excellent physical condition, and free from physical defects, deformities or diseases that would interfere with proper performance of the duties of the job. Hearing and eyesight must meet the requirements set forth by the Municipal Police Training Council.

THE CITY OF NEW ROCHELLE RESERVES THE RIGHT TO CHOOSE ONLY AS MANY SUCCESSFUL CANDIDATES FROM THE WRITTEN EXAMINATION FOR FURTHER PROCESSING AS MAY BE NECESSARY TO FILL ANTICIPATED VACANCIES.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the Civil Service Department, City Hall, 515 North Avenue, New Rochelle, New York 10801.

Candidates must furnish a birth certificate, high school diploma, college transcript, driver's license and proof of honorable discharge from the Armed Forces, upon request.

"A Guide to Take the Examination for Entry-Level Police Officer Series" will be mailed to all approved candidates with their admission notices.

<u>RELIGIOUS ACCOMMODATION:</u> Candidates, who for religious reasons, cannot be tested on Saturday, must indicate this information on their application.

<u>ALTERNATE TEST DATE:</u> Under specific circumstances an alternate test date may be arranged in accordance with established guidelines. Your request and verifiable documentation must be submitted to the Civil Service Office prior to the test date or in the case of an emergency not later than 4:00 p.m. on the next business day following the test. A copy of these guidelines are available in the Civil Service Office.

<u>MULTIPLE TESTS:</u> If you have applied for any other Civil Service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction, 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 518-474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date.

<u>VETERANS CREDITS:</u> Candidates currently in the Armed Forces on active duty or a disabled or non-disabled veteran who meet the criteria set forth in the application for examination, may be eligible for additional credits added to their earned score if successful in the examination. CREDITS SHOULD BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU SHOULD HAVE A COPY OF YOUR DD214 TO ATTACHED TO YOUR APPLICATION IN ADDITION TO COMPLETING THE FORM FOR VETERANS

CREDITS. IF THESE DOCUMENTS ARE NOT PRODUCED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST, YOUR CLAIM WILL BE DENIED.

ANYONE WHO IS SERVING IN THE ARMED FORCES ON ACTIVE DUTY DURING THE FILING PERIOD WILL BE PERMITTED TO FILE AN APPLICATION THROUGH THE MAIL ALONG WITH A LETTER FROM THEIR COMMANDING OFFICER.

MILITARY MAKE-UP: Section 243-b provides that any member of the Armed Forces of the United States who has duly filed on application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to military duty shall be provided with a special military make-up examination. A military make-up examination also applies to physical, physical agility test, psychological test or any other part of an examination.

APPLICATION FEE:A fee of $25.00 is required for this examination. No applications will be accepted without this fee. Make check or money order payable to the City of New Rochelle and write your social security and examination number on your check or money order. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission. If you are disqualified or fail to appear for this examination, YOUR FEE IS NOT REFUNDABLE.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination. This will include the application of the provisions setting a passing grade of 70% on those relating to conversion of test scores set forth in the Regulations for Rating of Examinations.

EACH CANDIDATE MUST FILE AN APPLICATION IN THE CIVIL SERVICE OFFICE, CITY HALL, 515 NORTH AVENUE, NEW ROCHELLE, NEW YORK 10801. IF THE APPLICATION IS DISAPPROVED, DUE NOTICE WIL BE SENT.

FILING PERIOD CLOSES: FRIDAY, OCTOBER 12, 2012 AT 4:00 PM – NO EXCEPTIONS.

DOMENIC PROCOPIO, CHAIRMAN

yjm
08/24/12