

CITY OF FULTON

Examination Announcement

Title: Police Officer

Examination Number: 64612

Salary: \$36,924

Last Filing Date: August 20, 2020 (must be filed in the Personnel Office by 5:00 PM)

Examination Date: September 26, 2020

Vacancies: This examination is being held to establish an eligible list to fill future vacancies in the Fulton Police Department.

Residency Requirement: Candidates must be legal residents of Oswego County or one of the contiguous counties (Cayuga, Madison, Oneida, Onondaga, Lewis or Jefferson) for at least one (1) month immediately preceding the date of the written examination.

Fee: A non-refundable fee of \$25.00 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 **CITY OF FULTON** and write the examination number on your check or money order. **DO NOT SEND CASH.** You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No refunds will be made to candidates who are disqualified or fail to appear.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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 of local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for 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 Examination Announcement. Forms are available upon request at the Personnel/Civil Service Office.**

Minimum Qualifications: Graduation from high school or possession of high school equivalency diploma at time of appointment.

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 of age on or before the date of the examination to take the exam. 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 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.

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

Driver's License: Candidate must possess a valid New York State Operator's license at time of appointment.

Training Requirements: Appointed candidates must satisfactorily complete Basic Course of Police Officers as prescribed by the Municipal Training Council and required by Section 209-q of the General Municipal Law in order to attain permanent status in the position.

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. Candidates who pass the qualifying fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

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 & 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, 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.

Notice to Candidates: The use of a calculator is **Prohibited** for this Examination. You may not bring books or other reference materials.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

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.

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>

If you do not have internet excess, you may call or visit the City of Fulton Personnel Office, 141 So. First Street, Fulton, NY 13069, 315-593-2222 to obtain a copy.

Background Investigation and Additional Screening:

Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment and conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam.

Medical and Physical Fitness Standards:

A qualifying physical fitness screening test and medical standards are prescribed by the Municipal Police Training Council (MPTC). Copies of the complete description of the physical fitness and medical standards are available upon request at the Personnel/Civil Service Office or may be downloaded at: <https://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf>

Qualifying Physical Fitness Screening Test: The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

Sit-up

Muscular Endurance - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-up

Muscular Endurance - The requirement is for a number of full body repetitions that a candidate must complete, without breaks.

1.5 mile Run

Cardiovascular Activity - The requirement is for the attainment of a score calculated in minutes and seconds.

Age-Male	Sit-up	Push-up	1.5 Mile Run
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
Age-Female	Sit-up	Push-up	1.5 Mile Run
20-29	32	15	14:50
30-39	25	11	15.43
40-49	20	9	16:31

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.

Veteran's Credits: Active Service members, veterans or disabled veterans desiring to claim additional credit should submit Veteran's Credit Form, along with the latest copy of their DD214 or current military orders, prior to the establishment of the eligible list resulting from this exam. Forms are available upon request at the Personnel/Civil Service Office.

Note: Military members, Saturday Sabbath and Disabled Persons: If special arrangements for testing are required, indicate this on your application form.

Multiple Examinations scheduled for the same day (cross-filing):

If you have applied to take a written test announced by either one or several local jurisdictions scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

You must bring all admission letters for all exams with you to your test site.

Accepted candidates for this examination will be notified by mail of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission letter and photo I.D.

Disqualified candidates will be notified by mail.

The Civil Service Commission Office does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays. If you move, it is your responsibility to notify the Civil Service Commission of your new address. The Commission makes no attempt to locate candidates who have moved.

Applicants must answer every question on the application form and make sure the application is complete. Incomplete applications will be disapproved. Falsification of any part of the Application for Examination or Employment will result in disqualification.

Notation: Due to position age requirement, for Police Officer Exam, please submit attached Exam Supplement form with your application.

Notation: The previously implemented Fulton Police Department Tattoos and Piercings Policy is no longer in affect.

Applications and additional information is available at the City of Fulton Personnel/Civil Service Office, 141 So. First Street, Fulton, NY 13069, (315) 593-2222 or on the City's website: cityoffulton.com.

City of Fulton Government is an equal opportunity affirmative action employer and all interested persons are invited to apply for these examinations.

Issued by: Laurie Smith
Personnel/Civil Service Administrator

Dated: June 30, 2020

**CITY OF FULTON
EXAM SUPPLEMENT
FOR
POLICE OFFICER EXAM**

Section 58 of the Civil Service Law states the following:

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer begins when the candidate reaches the age of 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 (6) 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.

Please complete the bottom portion of this form and return it with your application.

Date of Birth

Name (please print)

Soc. Sec. No.

Signature

Date