



City of Saratoga Springs Municipal Civil Service Commission
474 Broadway, 3rd Floor Suite 31
Saratoga Springs, NY 12866
518-587-3550 EXT 2602 or 2620
www.saratoga-springs.org
civilservice@saratoga-springs.org

EXAM ANNOUNCEMENT

POLICE OFFICER

Open Competitive Exam #66-533
Please be sure to read thoroughly

ISSUED: June 14th 2022

LAST FILING DATE: August 22nd 2022

EXAM DATE: September 17th 2022

Completed applications including the exam fee must be received in the Civil Service Office by 1:00pm on the last filing date. Postmarks will not be accepted. A résumé will not be accepted in place of a completed application. A vague application will not be interpreted in the applicant's favor.

The City of Saratoga Springs is an Affirmative Action/Equal Opportunity Employer

Applications are available on the 3rd floor of City Hall at 474 Broadway, or online www.saratoga-springs.org under Civil Service, or email civilservice@saratoga-springs.org to request one sent to you.

SALARY: 2022 Academy Pay \$46,470
2023 Academy Pay \$47,339

2022 Starting Pay \$51,372
2023 Starting Pay \$52,399

LOCATION: City of Saratoga Springs

EXAM FEE: \$25.00 payable by check or money order to Commissioner of Finance (No credit/debit cards. No cash). Fee will *not* be accepted after the last filing date. A separate check or money order is required for each application. Please be sure your name *and* exam # are on the check or money order. As *no refund will be made*, you are urged to compare your qualifications carefully with the listed minimum requirements. Please note: checks will not be processed until after the last filing date.

RESIDENCY: Saratoga County, Albany County, Schenectady County, Fulton County, Hamilton County, Montgomery County, Rensselaer County, Warren County and Washington County (established permanent residence one month immediately preceding the date of the written examination of September 17th 2022). Candidates will be required to submit proof of residency when requested.

MINIMUM QUALIFICATIONS: The following qualification(s) MUST be met and *clearly detailed* on the application form on or before the last filing date:

1. Graduation from high school or possession of a high school equivalency diploma or a comparable diploma as described in Section 58 of the Civil Service Law and successful completion of at least 60 semester credit hours from a New York State accredited or registered college or university **OR**
2. Graduation from high school or possession of a high school equivalency diploma or a comparable diploma as described in Section 58 of the Civil Service Law with at least three (3) years of Active Military Service, possessing an honorable discharge or at least three (3) years of full time paid employment as a certified police officer in the State of New York (not including NYPD or State Trooper).

***Special Notes:**

- Must be a citizen of the United States of America in accordance with NYS Civil Service Law 58.
- Applicants must be at least 19 years of age on or before the 09/17/2022 examination. Must be at least 20 years of age to be eligible for appointment. *It is the applicant's responsibility to update the Civil Service Office when the applicant achieves the required age – the applicants name will remain restricted until the office is updated.*
- NYS Civil Service Law 58.1(a) requires that applicants not be more than 35 years of age as of the date when the *applicant takes the written examination*. Applicants who may be impacted by the maximum age requirement and who are requesting and granted an alternate test date after providing the appropriate documentation are advised to contact the Saratoga Springs Civil Service Commission office to discuss their request.
 - Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.
- Applicants who do not possess the required 60 completed college credits as described in #1 above will be eligible to take the written examination but will NOT be eligible for appointment until they obtain the required 60 completed college credits. *It is*

the applicants responsibility to update the Civil Service Office when the applicant achieves the required college credits – the applicants name will remain restricted on the eligible list until the office is updated.

- Must possess a valid NYS Driver’s License to be considered eligible for appointment. Must maintain said license for the duration of employment with the City of Saratoga Springs.
- In order to be eligible for appointment, applicants must meet *all* current requirements, including physical fitness standards, mandated under section 58 of the Civil Service Law.
- Candidates are also required to successfully complete and pass a background investigation, which include fingerprints, a polygraph, a psychological exam, a medical exam and a vision exam

VACANCY: The eligible list established as a result of this examination will be used to fill any **POLICE OFFICER** vacancies as they occur in the City of Saratoga Springs for the duration of this established eligible list.

DUTIES: This work involves the responsibility for the protection of lives and property and the enforcement of the general laws of New York State and local ordinances within the City of Saratoga Springs. On an assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of the Commission and Deputy Commissioner of Public Safety, and the Police Chief and the Assistant Police Chief with direct supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as require.

PLEASE NOTE: It should be noted that in addition to the written examination, an assessment of an individual’s physical ability/physical agility will be made in accordance with Civil Service Law section 58 and the Municipal Police Training Council. Candidates should, therefore, be made aware that an offer of employment is contingent upon the passing of an appropriate psychological exam, medical ex, drug test, agility test and color vision test.

AGILITY EXAMINATION: Conducted by the Civil Service Commission Coordinator, an appointed Police Officer and/or Sergeant and/or Lieutenant. Medical and Physical standards prescribed by the Municipal Police Training Council.

AGE/SEX

<u>MALE</u>	<u>SIT UP</u>	<u>PUSH UP</u>	<u>1.5 MILE RUN</u>
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	10	15:06
<u>FEMALE</u>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	20	16:31
50-59	14	---	18:18

BACKGROUND CHECK: Each candidate will be subject to a thorough background investigation. The background package *must* be completed and returned *within the time frame* stated by the Police Department, otherwise you will not be eligible for appointment. 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. Conviction of a misdemeanor or other offenses is subject to evaluation and may bar appointment. At the discretion of the appointing authority candidates may submit to additional screening as a term and condition of employment, including but not limited to fingerprinting and polygraph testing. The applicant will be restricted for interview/appointment if the required background packet is not completed and submitted within the allotted time frame.

POLYGRAPH: Conducted by a Police Department appointed professional.

FUNCTIONS REQUIRING PHYSICAL ABILITY, STRENGTH AND AGILITY: Climb stairs in high rise buildings; carry an extra 10+ pounds of equipment on patrol or on surveillance while walking or on the run; operate a patrol vehicle for a long period of time on patrol or surveillance; walks patrol within assigned areas; identify the make, model and color of a suspicious vehicle; identify the approximate weight, height and color of clothing a suspect is wearing; identify hazard material color placards; break up fights between two or more persons; carry by yourself an immobile body; pull a person out of a vehicle to effect a rescue; subdue physically attacking person/people’ disarm violent armed suspects; removing a suspect from the vehicle who is resisting arrest; search a darkened building or environment for suspects; chase, on foot, a suspect who is resisting arrest.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law in order to retain permanent status in the position. Title 9 NYCRR Part 6000 governs the Medical and Physical Fitness Standards and Procedures for Police Officer Candidates. These entry level standards require that candidates are to score in the 40th percentile of physical fitness for each test elements listed on the agility test.

SUBJECTS OF WRITTEN EXAMINATION: Calculators are **PROHIBITED**. A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

Police Officer candidates must successfully complete the following qualifying examinations to retain the offer of employment as Police Officer. If a candidate does not successfully complete all aspects of the qualifying requirements the offer of employment is automatically rescinded.

NO-RETEST: Candidates who must successfully pass qualifying physical, medical, and psychological examinations will only be examined once. Failure on any part of a qualifying examination will render the candidate ineligible for certification and appointment from the eligible list. Candidates will be required to retake the written examination prior to taking another qualifying examination. There will be no retesting for drug screenings, physical agility, medical or psychological examinations required for any Civil Service examinations and/or appointments.

MEDICAL EXAMINATION: Conducted by a Civil Service Commission appointed physician; entry level medical examination; urinalysis; TB test; electrocardiogram; drug screening; ears and hearing; eye and vision (visual acuity equal or better to 20/30 each eye. Uncorrected no worse than 20/100 each eye. Color perception. Depth perception).

PSYCHOLOGICAL EXAMINATION: The Civil Service Commission will accept and act upon the recommendations of the professionals hired to test and verify that candidates meet the required standards as set forth in the MPTC and the Civil Service Commission. A passing grade is considered a 'C'. The Commission and the Department of Public Safety will meet to discuss any candidate who received a grade lower than a "C".

General Conditions and Instructions for Examination Announcements

1. **Application Forms.** Applications may be obtained at the City of Saratoga Springs Civil Service Office, at the City of Saratoga Springs website www.saratoga-springs.org, or by emailing the Civil Service Coordinator civilservice@saratoga-springs.org.
2. **Application Deadline.** City of Saratoga Springs application form will not be accepted after the last filing date. Post marks will not be accepted.
3. **Multiple Examination Form.** It is the Candidate's responsibility to make examination preparations with **each** civil service agency that they have applied to for examinations scheduled on the same date. The City of Saratoga Springs Civil Service Office must be notified at least **three (3) weeks before** the examination date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet. The multiple examination form can be obtained in the City of Saratoga Springs Civil Service Office, or on the website at www.saratoga-springs.org.
4. **Change of Address.** You must notify the City of Saratoga Springs Civil Service Office of any change of address.
5. **Special Rights for Military Personnel.**
 - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been honorably discharged or released under honorable circumstances after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
 - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Saratoga Springs Civil Service Commission.
6. **Examination Fee.** A fee of **\$15.00 (\$25.00 for Uniformed Services)** is required for each separately-numbered examination for which you apply. The required fee must accompany your application and will not be accepted after the last filing date. Please make the **check or money order** payable to the Commissioner of Finance. **Cash, credit cards and debit cards will not be accepted.** As **no refund will be made**, 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. *If your check is returned for any reason, you will be unable to take the examination and be required to pay the \$25.00 Returned Check Fee.*
7. **Examination Fee Waiver.** The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance); (3) those applicants certified as JTPA / WIA eligible. If you wish to apply for a fee waiver, you must complete the **Fee Waiver Form** and attach it to your application. *This form can be obtained at the City of Saratoga Springs Civil Service Office or on the Civil Service Department website at www.saratoga-springs.org.*
8. **Special Testing Arrangements.** If you are in need of a special arrangement or accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 587-3550 ext. 2602.
 - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
 - **Reasonable Accommodation for Disabled Individuals.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
 - **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
9. **Notice to Appear for Examination.** Accepted candidates will be notified with an Admission Letter on when and where to appear for the examination. If an application is disapproved, due notice will be sent. If you do not receive your admission letter by the Wednesday prior to the date of the exam please contact the office.
10. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
11. **Use of Calculators.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are **prohibited**. No Smartwatches. No Fitbits. You may not bring books or other reference material to the test site.
12. **Examination Preparation and Rating.** 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.

13. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the City of Saratoga Springs Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for a minimum of one year and may be extended by the City of Saratoga Springs Civil Service Commission for a maximum of four years.

14. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. Applicants are subject to background checks. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students. Clearance from the Department of Criminal Justice System will be required for any positions within the City of Saratoga Springs whose duties involve contact with children.

15. Persons holding a permanent position in this title, in this department, are not eligible for admittance to this examination.

16. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the City of Saratoga Springs Civil Service Office or on the Civil Service Department website at www.saratoga-springs.org), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the City of Saratoga Springs Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the armed forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the City of Saratoga Springs Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government;
and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

17. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination.

18. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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.

You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

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POLICE OFFICER CANDIDATES

EXAMINATION #66-533

MUST ACCOMPANY APPLICATION

09/17/22

Your application will be ***disapproved for being incomplete*** if this form is not submitted with your application **AND** if you do not attach a copy of your Birth Certificate *and* a copy NYS Drivers License.

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES _____ NO _____

BIRTH DATE: _____

*YOU MUST ATTACH A COPY OF YOUR BIRTH CERTIFICATE

DO YOU HAVE A NEW YORK STATE DRIVERS LICENSE? YES _____ NO _____

*YOU MUST ATTACH A COPY OF YOUR NYS DRIVERS LICENSE

I do hereby certify that the statements made are true under the penalties of perjury

Name of Applicant (printed): _____

Signature of Applicant: _____

Date Signed: _____

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MULTIPLE EXAMINATION REQUEST FORM

INSTRUCTIONS: ONLY candidates who have filed applications for examinations with different civil service agencies (other than the City of Saratoga Springs) scheduled for the same examination date must complete and return this application to the City of Saratoga Springs Civil Service Commission Office **at least THREE (3) WEEKS PRIOR to the examination date**. If you are taking an examination administered by New York State, you must sit at the New York State examination testing site.

CANDIDATES NAME (printed): _____
DATE OF EXAMINATION: September 17th 2022
SOCIAL SECURITY NUMBER: _____
PERMANENT LEGAL ADDRESS: _____

I wish to take the following examinations at the _____ ***examination site.***
(Name of civil service agency)

Saratoga Springs Examination Number: #66-533
Saratoga Springs Examination Title: Police Officer

Civil Service Agency: _____
Examination Title **and** Number: _____

Civil Service Agency: _____
Examination Title **and** Number: _____

Civil Service Agency: _____
Examination Title **and** Number: _____

Civil Service Agency: _____
Examination Title **and** Number: _____

It is the candidate's responsibility to make examination preparations with each civil service agency that they have applied to for examinations scheduled on the same date at least THREE (3) WEEKS BEFORE the examination date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet(s)

Candidates Signature and Date Signed

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APPLICATION FOR VETERAN CREDITS

Not Valid Unless Accompanied By Discharge Documents (DD214)

Title of Exam and Examination Number: Police Officer #66-533

Name: _____

Mailing Address: _____

Current Legal Residence Address (if different from mailing): _____

Social Security Number: _____

Service Serial Numbers: _____

Dates of Active Service: From _____ To _____

Are you a citizen of the U.S or alien lawfully admitted for permanent residence? Yes _____ or No _____

Have You Sent Authorization For Disability Record To The VA? Yes _____ or No _____

Credit Claimed (Please Check One):

Non Disabled Veteran: _____

Disabled Veteran: _____ VA Claim Number: _____

Conditional Veterans' Credit (I am currently on active duty in the Armed Forces: _____

LIST ALL OF YOUR PUBLIC SERVICE EMPLOYMENT SINCE JANUARY 1ST, 1951

Dates		Employer Name and Address	Title of Your Position	Veterans' Credit Used	
From	To			Yes	No

I declare, subject to the penalties of perjury, that the statements made on this form and any attachments are to the best of my knowledge true and correct.

Signed: _____ Date: _____