

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



**SUFFOLK COUNTY
POLICE OFFICER
&
POLICE OFFICER (SPANISH SPEAKING)
CIVIL SERVICE OPPORTUNITIES**

**STEVEN BELLONE
COUNTY EXECUTIVE**

<http://www.suffolkcountynv.gov/civilservice>

LAST FILING DATE: APRIL 3, 2019

WRITTEN TEST DATE: JUNE 15, 2019

**COUNTY ANNUAL SALARY \$42,000
(Salary at top step - \$111,506)
SALARIES VARY BY JURISDICTION**

APPLY ON-LINE OR USE FORM CS-205LE (SCANNABLE FORM)

APPLICATION PROCESSING FEE

Each application must be accompanied by a \$125 NON-REFUNDABLE, NON-TRANSFERABLE application processing fee. Do not send cash. Make your check or money order payable to the SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE. Please indicate the examination title and the applicant's social security number on the face of the check or money order. For applicants who wish to take both the Police Officer and Police Officer (Spanish Speaking) exams, the \$125 NON-REFUNDABLE, NON-TRANSFERABLE application processing fee will be applied to both examinations. Candidates who apply for Police Officer (Spanish Speaking) will also automatically be included in the examination for Police Officer without further application or fee.

APPLICATION FEE WAIVER AND ANNOUNCEMENT AMENDMENT

The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, volunteer CERT members and members of the Suffolk County Police Explorers program. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by a state or local social service agency. Internet applicants should complete the "Request for Application Fee Waiver and Certification" form on-line. All other applicants should complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. The waiver application is available on request from the Civil Service Department or on our website under "Online Forms." All claims for application fee waiver are subject to verification. Should it become necessary to amend any part of this announcement, the Civil Service Department reserves the right to make such amendment on the Department's web page without notification to applicants.

INTERNET FILING

Application may be made via the internet at www.suffolkcountynv.gov/civilservice. Payment must be made by VISA or Mastercard credit card and there will be an additional convenience fee of \$1.95. An acknowledgement of receipt of application will be sent to all internet applicants via e-mail.

VACANCIES

The eligible list established as a result of this examination will be used to fill future vacancies in the Suffolk County Police Department and in the Town and Village police departments within Suffolk County.

DUTIES

Patrols assigned area in a radio equipped car, on motorcycle, or on foot to prevent and discover the commission of crimes; answers calls and complaints involving automobile accidents, domestic disturbances and other misdemeanors or felonies; directs traffic, enforces traffic laws, and arrests traffic violators. At scenes of crime; administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses and makes arrests; testifies in court on arrests made. Performs related work as required.

SCOPE OF THE EXAMINATION

The written test for Police Officer and Police Officer (Spanish Speaking) will be the same test in English. The test will use the multiple choice format and assess the candidates' cognitive abilities, work styles and background information. The results of the written test will be zone scored. **CANDIDATES MUST RESPOND TRUTHFULLY TO ALL QUESTIONS ON THIS TEST. A CANDIDATE WHO RESPONDS FALSELY TO QUESTIONS HAS COMMITTED FRAUD ON THE EXAMINATION. ACCORDING TO SECTION 50 OF THE CIVIL SERVICE LAW, A CANDIDATE WHO COMMITS FRAUD ON AN EXAMINATION IS SUBJECT TO THE PENALTY OF DISQUALIFICATION.**

A Candidate Preparation Guide and an on-line Candidate Tutorial will be posted on the following website link: <https://ps-apps.psonline.com/candidateguide> beginning on or about April 15, 2019, and will remain available until June 15, 2019. An Access Code will be necessary for candidates to access the site. The Access Code will be e-mailed or mailed to candidates when they apply. The Access Code will also be available through candidate's Suffolk County exam e-filing online account. All applicants are advised to review the contents before appearing for the written test.

Candidates who pass the written test will be called for the following qualifying tests and evaluations as the needs of the service require:

COMPREHENSIVE MEDICAL EVALUATION: Candidates will be required to meet the medical standards (see page 3) for Police Officer and/or Police Officer (Spanish Speaking) prescribed by the New York State Municipal Police Training Council and by Suffolk County.

PSYCHOLOGICAL/PERSONALITY EVALUATION: This evaluation will consist of written tests and an interview designed to assess the suitability of the candidate's personality for the position of Police Officer and/or Police Officer (Spanish Speaking).

PHYSICAL FITNESS SCREENING TEST: Candidates will be required to meet the qualifying fitness screening test standards (see page 4) for Police Officer and/or Police Officer (Spanish Speaking) as prescribed by the New York State Municipal Police Training Council.

SPANISH LANGUAGE PROFICIENCY TEST: The Police Officer (Spanish Speaking) examination will also consist of a qualifying Spanish oral language proficiency test at a level appropriate to the duties of the position. Candidates who fail the Spanish language test may still be considered for Police Officer vacancies.

In addition to the above noted tests, a background investigation including a polygraph test may be conducted on all applicants.

The medical, psychological/personality and physical fitness standards are subject to change without notice to candidates. Failure or failure to appear as scheduled for any of these tests or evaluations will result in the elimination of a candidate's application from further consideration for purposes of this competition.

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education by the date of appointment.

SPECIAL AGE REQUIREMENT: Candidates must be at least 19 years 6 months old on or before June 15, 2019. Pursuant to Section 54 of the Civil Service Law, applicants who are within six months of the minimum age will be permitted into the competition. Therefore, candidates who will be 19 years of age by the exam date will be eligible. Eligibility for appointment as a Police Officer and/or Police Officer (Spanish Speaking) begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before June 15, 2019 are not eligible except as follows: Candidates may have a period of active 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.

LICENSE REQUIREMENT: Candidates will be required to possess a New York State motor vehicle operator license at the time of appointment.

RESIDENCE REQUIREMENT: There are no residence requirements to compete in this examination. In accordance with the provisions of Section 23 of the New York State Civil Service Law, for town and village positions, the Civil Service Department may give preference in certification to legal residents of a jurisdiction if so requested by the appointing authority. To be deemed a legal resident of a particular jurisdiction for the purpose of being granted preference as such, a candidate must have been a legal resident of such jurisdiction at the time of certification and for at least 90 calendar days prior thereto. Candidates may be required to indicate at the time of consideration for appointment whether or not they will become a resident of the locality in accordance with local law or ordinance.

CITIZENSHIP REQUIREMENT: Candidates must be United States citizens at the time of appointment.

POLICE OFFICER TRAINING COURSE REQUIREMENT: After appointment, candidates will be required to successfully complete a Police Officer Training course recognized by the New York State Municipal Training Council.

APPLICATION FORM: Candidates may file via the Internet at the Civil Service Department website, www.suffolkcountynv.gov/civilservice, where the required \$125 application processing fee may be paid by either VISA or Mastercard. Internet filers will receive an email receipt at the time of filing. Candidates filing by paper application must first obtain form CS-205LE by sending a stamped, self addressed envelope measuring at least 9 1/2" by 4" to: Suffolk County Department of Civil Service, P.O. Box 6100, Hauppauge, NY 11788-0099. Completed applications must be addressed to, and received by the Suffolk County Department of Civil Service, P.O. Box 6100, Hauppauge, NY 11788-0099 by the last filing date. Hard copy applications should be delivered via certified mail, return receipt. Applications that are not accompanied by a check or money order, and which are ineligible for a fee waiver, will not be processed for the examination.

GENERAL CONDITIONS OPEN-COMPETITIVE ANNOUNCEMENT

1. Candidates who apply for this examination and who have not received scheduling information from the Suffolk County Department of Civil Service by noon of June 12, 2019 must contact the Civil Service Department before the written test date at (631) 853-5500.
2. Candidates found ineligible to compete in the written examination may appeal to the Department of Civil Service for reconsideration no later than June 3, 2019. Appeals received after June 3, 2019 will not be considered.
3. Applications received after midnight of the Last Filing Date may not be considered eligible for this examination.
4. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration for purposes of this competition. 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 where applicable.
5. Eligible applicants will be notified when and where to appear for examination. If an application is rejected, due notice will be sent.
6. Calculators are not necessary for this examination.
7. No portion of this exam shall be subject to review by candidates.
8. The eligible list established as a result of this examination will remain in force for at least one year and may be extended by the Civil Service Department for a maximum of four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those announced.
9. Information regarding eligibility for veterans' credits appears on the application form.
10. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
11. Candidates may be fingerprinted or otherwise positively identified at time of the written or other test(s).
12. Saturday Sabbath Observers: indicate this on your application.
13. Smoking is not permitted in the building or on the grounds of the examination site.
14. If you will be on active military duty with the armed forces of the United States on the date of this test, please contact the Suffolk County Department of Civil Service before the last filing date appearing on this announcement for alternate test date information.
15. For information regarding a weather-related cancellation of this examination, please refer to our website at: www.suffolkcountynv.gov/civilservice/exams/cscart/webform1.aspx (information shown at bottom of page) or the following stations will broadcast notice of cancellation between 6:00 AM and 8:00 AM on the test date: WALK (97.5 FM); WBAB (102.3 FM) WBLI (106.1 FM); WLNG (92.1 FM); WRON (103.9 FM); NEWS 12 LONG ISLAND, TV CHANNEL 12 or at their website www.news12.com.

LOCAL

DATE PREPARED: October 16, 2018

DATE AMENDED: November 8, 2018

MEDICAL REQUIREMENTS FOR

POLICE OFFICER and POLICE OFFICER (SPANISH SPEAKING)

These standards are subject to change during the life of the eligible list without notice to candidates.

EYES: ACUITY VISION - For visual acuity, the Snellen test is generally recognized as standard. All candidates should have vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30-vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye. Left and right lateral (horizontal) field of vision shall be no less than 85 degrees in each direction to provide a binocular horizontal field of vision of at least 170 degrees. Determination is to be made without correction.

EYES: COLOR VISION - Perception of color is deemed acceptable if the candidate reads at least 9 or more of the first thirteen (13) plates of the 24-plate edition of the Ishihara Test. If the candidate's color perception is deemed unacceptable through the use of said test and he/she believes the results to be incorrect, such an individual may at his/her own expense take the Farnsworth-Munsell 100-Hue Test as prescribed by the Municipal Police Training Council and only at facilities designated to perform this test. The use of any lens by a candidate in order to meet the color perception standard is not acceptable.

EARS and HEARING - A hearing loss in either ear of more than 25 dcb in the 500, 1000, and 2000 Hz range or a loss of more than 30 dcb in the 3000 Hz range is considered disqualifying. Abnormal testing results between 4000 and 6000 Hz will require further evaluation. Hearing Aid Check -- Biological (HAC-B); Use of hearing aids to achieve such standards are permitted as long as they are self-contained and fit within (auricular) or behind or over (post-auricular) the ear. Candidates with hearing aids shall, at their own expense, provide evidence from a licensed audiologist, using functional gain or real ear measurements, that such aid(s) meet the stipulated manufacturer's standards. Any ear condition requires a case-by-case assessment to determine if it will affect the essential functions of the position.

NOSE, THROAT, MOUTH - Any condition or symptom will be assessed on a case-by-case basis to determine the ability to perform the essential functions of the position such as loss of sense of smell, speech loss/defects, interference with proper fitting of a gas mask.

PERIPHERAL VASCULAR AND HEART - Candidates will be assessed on a case-by-case basis as to the control of any condition and the presence and severity of symptoms and complications to determine if the candidate is able to perform the essential functions of the position. Resting blood pressure should be less than, or equal to, 140 mmHg systolic and 90 mmHg diastolic on three successive readings.

RESPIRATORY - The respiratory system must be free of chronically disabling condition that would interfere with the candidate's performance of required duties.

GASTROINTESTINAL - Any malignancies, disorders, and active symptoms will be assessed on a case-by-case basis to determine ability to perform job functions.

ENDOCRINE & METABOLIC - Candidates who have a condition or disorder that may affect job performance will be evaluated on a case-by-case basis.

NEUROLOGICAL HEALTH - Candidates must be free of neurological disorders that may affect job performance. Candidates with epilepsy or seizure disorders must provide evidence of one-year seizure free history prior to date of examination.

MUSCULOSKELETAL HEALTH - Candidates must have no defect, deformities or disorders that may affect job performance. Candidates are not acceptable if there is an impairment of more than one finger on either hand. There should be no functional impairment of the thumb or index finger on either hand. Any disease or injury of back, joints or muscles as revealed by physical examination that will interfere with the proper performance of duties will be considered potentially disqualifying.

DERMATOLOGICAL HEALTH - Candidates must be free of skin condition that would lead to inability to perform the duties of the position.

MENTAL HEALTH - Candidates must be free of mental illness, serious emotional disturbances or nervous disorders, alcoholism, drug dependence or abuse that would interfere with the performance of their duties. Candidates will be evaluated through a psychological screening process. Candidates may be screened for presence of drugs of abuse.

GENERAL MEDICAL STATEMENT - Candidates must be free of any medical and/or nervous condition, which would jeopardize safety and health of public and/or other employees. Candidates with communicable disease will be disqualified unless it becomes corrected or controlled.

PHYSICAL FITNESS SCREENING TEST

SIT UP

MUSCULAR ENDURANCE (Core Body) - The score indicated below is the number of bent-leg sit-ups performed in one (1) minute.

PUSH-UP

MUSCULAR ENDURANCE (Upper Body) - The score indicated below is the number of full body repetitions that a candidate must complete without breaks.

1.5 MILE RUN

CARDIOVASCULAR CAPACITY - The score indicated below is calculated in minutes:seconds. The running surface may vary and the test may be conducted on either an indoor or outdoor track.

TEST - MALE			
AGE	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
TEST - FEMALE			
20 - 29	32	15	14:50
30 - 39	25	11	15:43
40 - 49	20	9	16:31

A candidate must successfully complete each of the three elements of the test battery at the minimum score as set forth above to be deemed to have successfully completed the physical fitness screening test.

These standards are subject to change during the life of the eligible list without notice to candidates.

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