CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

POLICE OFFICER / DEPUTY SHERIFF-#89374010

Filing Date:
Applications received by mail must be postmarked no later than **08/01/2024.**
Applications submitted electronically must be completed no later than **08/01/2024 11:59 PM**

Exam Date:
Examinations will be held on **09/28/2024 08:30 AM**

Salary:
Varies by municipality. Salary for Cattaraugus County Deputy Sheriff: $30.58 per hour PT; $30.58 - $35.97 per hour.

Vacancy: The resulting Eligible List will be used to fill vacancies which may occur within the Cattaraugus County Sheriff's Office as well as vacancies which may occur within the Town, Village, and City Police Departments throughout Cattaraugus County, NY.

WHEN COMPLETING YOUR APPLICATION, PLEASE ENTER THE FOLLOWING INFORMATION IN THE APPROPRIATE SPACES PROVIDED. (Applications which do not include this information will be DISAPPROVED).

- **DATE OF BIRTH**
- **STATE IF YOU ARE A CITIZEN OF THE UNITED STATES *If completing a paper application, please write a sentence on your application stating whether or not you are a citizen of the United States.**
- **DRIVER'S LICENSE NUMBER and EXPIRATION DATE**

Fee Required: State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **twenty-five dollars ($25.00)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". Cash Will Not Be Accepted. Applicants whose personal checks are returned for insufficient funds will not be considered as candidates. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, Do Not Apply for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:
https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf.

Residency: DEPUTY SHERIFF: A Deputy Sheriff is a public officer and must be a resident of Cattaraugus County at the time of appointment. Preference in appointment may be given to eligibles who, for at least one month prior to the examination date, have been residents of Cattaraugus County. POLICE OFFICER: Preference in certification for appointment as a Police Officer may be given to successful candidates who have been residents of the municipality in which appointment is to be made at the time of written examination **and** for at least one month prior to the date of written examination. At time of appointment and thereafter, a candidate must be a legal resident of Cattaraugus County or one of the contiguous counties of Cattaraugus, following the provisions established by Section 3 of New York State Public Officers Law. (Section 3 of the Public Officers Law describes the minimum qualifications necessary for holding public office, including residency within the political subdivision or municipal corporation in which the officer's functions are to be exercised. Public Officers Law, section 3(2) provides that such residence requirements shall not apply to the appointment of a person as a member of a police force if the person resides within certain geographical areas outside of the political subdivision or municipality.)

Duties:

DEPUTY SHERIFF: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift an incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. A Deputy Sheriff does related work as required.

POLICE OFFICER: The work involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in the community. The duties of a Police Officer include routine patrol work, assisting in the investigation of criminal offenses, traffic control, and dealing with juvenile problems. Ordinarily a Police Officer, whether on patrol or on special assignment, works under the supervision or

direction of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgement in emergencies. A Police Officer also performs related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE COMPETITIVE CLASS:

1. Must meet medical and physical standards as prescribed by the Municipal Police Training Council (MPTC).
2. Must possess and maintain a driver's license issued by New York State Department of Motor Vehicles.
3. Must meet all current requirements found in Section 58 of NYS Civil Service Law, Section 209-q of NYS General Municipal Law, Section 400.00 of NYS Penal Law and Section 3 of NYS Public Officer Law.

AGE: Candidates must be at least 19 years of age on or before the date of written examination to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff or Police Officer begins when the candidate reaches age 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 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.

*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination…" Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Cattaraugus County Civil Service Office to discuss their request.

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

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

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

Subjects of Examination: A 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.

Use of a calculator is **PROHIBITED** for this examination.

QUALIFYING PHYSICAL FITNESS 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.

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

Push Up -This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

Cardiovascular Activity - 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

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 (40^{th}) 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.

Copies of the physical fitness and medical standards are available upon request from Cattaraugus County Civil Service.

INVESTIGATIVE SCREENING: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

PSYCHOLOGICAL EVALUATION: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

MEDICAL EXAMINATION: At time of appointment, candidates must meet current Municipal Police Training Council standards and undergo a medical examination, the results of which may be disqualifying.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

This examination is being prepared and rated by the New York State Civil Service Department 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 examination.

Applications will be accepted up to ***August 1, 2024*** and may be obtained from the Cattaraugus County Civil Service website at: https://www.cattco.org/human-resources/exam-info#application.

Cattaraugus County An Equal Opportunity Employer

Issued: July 8, 2024

PARTICIPATION IN MULTIPLE EXAMINATIONS: If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application(s).

CANDIDATES PLEASE NOTE: Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list*. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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 examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter 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.

APPLICATION REVIEW TOLERANCE POLICY-For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315

Educational and/or age requirements must be met within 12 months of the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met within one year of the announced exam date. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.