

CITY OF COHOES

CIVIL SERVICE COMMISSION

Announces an **OPEN-COMPETITIVE** Examination

For

POLICE OFFICER

No. 67135

Examination Date	May 15, 2021
Last Filing Date	April 15, 2021
Starting Salary	Approximately \$51,928

The eligible list resulting from this examination will be used to fill vacancies in the Cohoes Police Department.

APPLICATION FEE: A 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 the COHOES CIVIL SERVICE COMMISSION. DO NOT SEND CASH. 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.

RESIDENCY REQUIREMENT: Candidates must have been legal resident of Albany County or one of the contiguous counties Greene, Rensselaer, Saratoga, Schenectady or Schoharie for at least four months immediately preceding the date of the examination. Preference in certification for appointment may be given to successful candidates who are residents of the City of Cohoes.

GENERAL STATEMENT OF DUTIES: Is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specific period; does related work as required.

MINIMUM QUALIFICATIONS (at time of application): Graduation from high school, or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

Age: 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 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 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 Cohoes Civil Service Commission to discuss their request.

Driver's License: To be eligible for appointment and hold the position, candidates must possess and maintain a valid New York State driver's license.

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

PHYSICAL AND MEDICAL: Candidates are required to meet physical and medical standards as established by the Cohoes Civil Service Commission. Candidates must pass the written test in order to be scheduled for the qualifying physical agility test. The civil service commission reserves the right to call to the physical agility test as they deem necessary as a sufficient number of candidates needed to fill anticipated vacancies; additional candidates may be called during the life of the list.

Candidates who pass the qualifying physical agility test and who are given a conditional offer of employment will be scheduled to take the required medical/psychological examination. Failure on any part of a qualifying test will remove your name from further consideration for appointment.

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 (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.

Copies of the physical agility and medical standards are available.

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 Officer** 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.

GENERAL INSTRUCTIONS TO APPLICANTS

APPLICATION FORMS: The City of Cohoes Civil Service Examination Application must be filed for each examination. The applicant should be certain that **every question** is answered and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the **Cohoes Civil Service Office, 97 Mohawk Street, Room 19, Cohoes, NY, 12047** or postmarked by the United State Postal Service by the last filing date stated for the examination. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier or applications lost or misdirected by postal or common carrier.

TRANSCRIPTS: Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible **before** the exam.

VETERANS CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

Veterans or disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-

214) within two months of the last filing date for the examination. Veteran's credits can only be added to a passing score on the examination.

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 examination. 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.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

ALTERNATE TEST DATE REQUEST FORM: This policy and the required application can be found on our website, www.ci.cohoes.ny.us. The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

MULTIPLE EXAMINATIONS SCHEDULE FOR SAME DAY: If you have applied for other local Civil Service examinations to be given on same day, you must file a cross filer statement. Such statement must be filed no later than two weeks before the date of the examination. You must notify all local Civil Service agencies with which you have filed an application of the test site at which you wish to take your examination.

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.

CALCULATORS: The use of calculators is **PROHIBITED** for this examination. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Cohoes Civil Service Office does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact Cohoes Civil Service Office at (518) 233-2132.**

Every candidate should bring their notice to appear and social security number to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Cohoes Civil Service Office. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier, or and lost or late applications misdirected by any postal or common carrier.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint processing fee associated with this special requirements.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, submit a written request for an alternate test date with your application. We will make arrangements for you to take the test on an alternate date (usually the following business day).

REASONABLE ACCOMMODATIONS IN TESTING: In addition, it is the policy of the Cohoes Civil Service Commission in accordance with the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodations to participate in an examination must note this on their application.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of one year but may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy exists, for four (4) months prior to the date of examination.

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND STUDY GUIDES: When offered are available at the Cohoes Civil Service Office.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the City of Cohoes to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal record unless based upon a bona fide occupational qualification or other exception.