

EXAMINATION, OPEN TO THE PUBLIC

ISSUED: February 19, 2025

POLICE OFFICER

EXAMINATION NO. 60027020

Steuben County

March 26, 2025

Read these instructions
carefully and thoroughly.

May 3, 2025

LAST FILING DATE

EXAMINATION DATE

APPLICATION FEE HAS BEEN WAIVED FOR THIS TEST.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

See page 3 for details.

SALARY: Varies according to location of appointment.

VACANCIES: The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of **Steuben County** or one of the counties contiguous to Steuben in New York State (**Allegany, Chemung, Livingston, Ontario, Schuyler, and Yates**) for at least four months immediately preceding the date of the written examination.

Per Civil Service Law Section 23.4-a., preference in appointment may be given to successful candidates who have been legal residents of the appointing municipality, school district, or special district for at least four months immediately preceding the date of the examination.

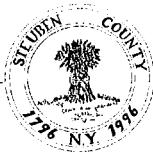
Non-residents of the appointing municipality may be required to indicate at the time of consideration for appointment that they will establish residency within the locality in accordance with conditions authorized by local laws or ordinances.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.
Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT(S):

- (1) Candidate must meet all current requirements of Section 58 of the Civil Service Law, including age, passing of a physical fitness test, the standards of which are promulgated by the Municipal Police Training Council, and a comprehensive medical examination.*
- (2) Possession of a currently valid New York State Class D driver license is required at time of appointment and must be maintained as a condition of continued employment.
- (3) Police Training Course as required by Section 209q of the New York State General Municipal Law must be completed before the end of the probationary period.*

*These requirements will be waived for persons having previously received permanent appointment as a Police Officer or State Trooper in New York State after competitive testing.



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

NOTE: According to Civil Service Law, Section 54, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work 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 judgment in emergencies. Does related work as required.

AGE REQUIREMENTS: You *must* **RECORD YOUR BIRTH DATE** in response to item number 2 on page 1 of the application form.

Candidates must be at least 19 years of age on or before May 3, 2025 to be admitted to the written test. Eligibility for appointment 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. Since the maximum age requirement is determined as of the date when the candidate takes the written examination, candidates who may be impacted by the maximum age requirement and who are requesting an *alternate test date* are advised to contact the Steuben County Department of Personnel & Civil Service to discuss their request.

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

SUBJECTS OF EXAMINATION: There will be a written, multiple-choice 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.

WRITTEN EXAMINATION: A test 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 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.

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 in which you would move to get to another location by the shortest (least distance) route.

The use of calculators is **PROHIBITED** for this examination, as is the use of books or other reference materials.

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> or from the Steuben County Civil Service Office.

APPLICATION FEE: WAIVED.

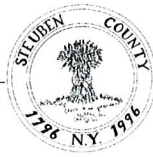
As of July 24, 2023 the Steuben County Legislature has authorized the Personnel Officer to waive all exam fees for Steuben County until December 31, 2025.

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. Assistance is available from our office in person or by telephone at 607-664-2345.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) 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.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencountyny.gov
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification.**



4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may NOT substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to **KEEP A COPY** of your application materials. The Department of Personnel and Civil Service does not provide copies of records you submit.
6. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
7. This department does not make formal acknowledgment of the receipt of an application.
8. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
9. **TESTING ACCOMMODATIONS:** If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
10. **INTERVIEW ACCOMMODATIONS:** If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. **VETERANS CREDITS:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
12. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
13. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
14. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
15. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
16. This 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
17. **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.
18. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
19. **The use of calculators is PROHIBITED for this examination, as is the use of books or other reference materials.**


Nathan A. Alderman, Personnel Officer