BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA
60 HAWLEY STREET, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

UNIFORMED OPEN COMPETITIVE EXAMINATION FOR
CORRECTION OFFICER

Exam Number: 62-586

EXAMINATION DATE: December 10, 2022
LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: October 14, 2022

***Processing Fee:** Thirty Dollar **($30.00)** non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at** www.gobroomecounty.com**.**

If your application is disapproved, the fee **WILL NOT** be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

***Only applications which are post-marked on or before the last date to file will be accepted.**

ALL INTERDEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. IF YOU ARE ON ACTIVE DUTY, OR DISCHARGED AFTER THE FILING PERIOD HAS ENDED, CONTACT BROOME COUNTY DEPARTMENT OF PERSONNEL AT (607) 778-2222 or (607) 778-2275 FOR MORE INFORMATION.

Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing. Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2222.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THE BROOME COUNTY DEPARTMENT OF PERSONNEL OF ANY CHANGE IN NAME OR ADDRESS. NO ATTEMPT WILL BE MADE TO LOCATE CANDIDATES WHO HAVE MOVED. THE CANDIDATE CHANGE OF INFORMATION FORM IS AVAILABLE AT WWW.GOBROOMECOUNTY.COM/PERSONNEL/FORMS.

Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:
If you have **applied** for both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf and should be submitted at least two weeks prior to the examinations. Failure to submit the Cross-filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

MINIMUM SALARY	**VACANCIES****	**LOCATION OF WORK**
$43,719 Annual	Anticipated	Broome County Office of the Sheriff

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies, as they occur, in all Broome County departments, towns, villages, school districts, and special districts under the jurisdiction of the Broome County Personnel Officer.

**Vacancies – Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

DUTIES: The work involves responsibility on an assigned shift for the enforcement of the rules, regulations and laws governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve constant inmate contact and supervision in a residential, work, learning or recreational environment. Work procedures are well defined but incumbents must be alert to the possibility of emergency situations arising and exercise sound judgement when problems occur. The work is performed under the general supervision of a higher level correctional supervisor with discretion allowed for the exercise of independent judgement, if consistent with work procedures, in dealing with day to day situations in the facility. Performs related work as required.

MINIMUM QUALIFICATIONS:
A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
B) Completion of 30 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years of active military service*.

*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. **Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

SPECIAL REQUIREMENTS:
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

RESIDENCY: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate may be subject to a thorough background investigation. Applicants will 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 offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Correction Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

Anticipated eligibility: If you expect to complete the educational requirement by June 30, 2023**,** you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Broome County Department of Personnel. Proof must be submitted by August 30, 2023; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

PHYSICAL AND MEDICAL EXAMINATION: Candidates must meet the physical fitness screening and medical standards prescribed by the Municipal Police Training Council (MPTC). At this time, the medical standards include, but are not limited to 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. All candidates must have acceptable color perception, and acceptable hearing acuity. Candidates who pass the written test will be required to pass the qualifying physical agility test. Detailed physical and medical requirements are available at http://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf

Finally, a psychological test may be required. Failure on any qualifying test will bar candidates from appointment. We reserve the right to schedule these examinations for only as many candidates necessary for vacancies as they may occur during the life of the eligible list.

***PHYSICAL FITNESS SCREENING IS SET FOR THURSDAY DECEMBER 1, 2022 AT 9:00 AM. SCREENING TO BE HELD AT THE PUBLIC SAFETY FACILITY. MORE INFORMATION TO FOLLOW.**

Candidates will be mailed notification of the date and time of their scheduled physical fitness screening. These dates may be modified to accommodate an unanticipated number of candidates. The three elements measured in the qualifying physical fitness screening are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness screening:
1. **Muscular Endurance –** The requirement is for a number of bent-leg sit-ups to be performed in one minute.
2. **Push Up –** This test measures muscular endurance of the upper body – (anterior deltoid, pectorals major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.
3. **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 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 the Department of Personnel.

Candidates who fail to meet any one element of the Physical Fitness Screening are considered to have failed the entire exam and their name will not be certified to appointing authorities.

NOTE: FAILURE TO APPEAR FOR A SCHEDULED PHYSICAL FITNESS SCREENING TEST WILL BE CONSIDERED EQUIVALENT TO FAILURE.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

Applying written information in a correctional services setting

These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.

Observing and recalling facts and information

These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.

A Guide for the Written Test for Entry-Level Correction Officer is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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.**

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATOR IS ALLOWED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

VETERAN'S CREDIT:

Veterans or disabled veterans who are eligible for additional credit must submit an Application for Veteran's Credit either with their Application for Examination or at any time before the date of the establishment of the resulting eligible list. Applications for Veteran's Credit are available from the Broome County Department of Personnel or online at www.gobroomecounty.com.

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 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.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

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 test.

Religious accommodation/handicapped candidates/military personnel: If special arrangements for testing are required, indicate this on your application form.

Special Requirement for Appointment in School Districts and BOCES

Per 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.

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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.