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
DEPUTY SHERIFF

Exam Number: 68-967

EXAMINATION DATE: September 9, 2023
LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: July 14, 2023

***Processing Fee:** Thirty Dollar **($30.00)** non-refundable payment is required for each separately numbered examination for which you apply. **THE POLICE OFFICER EXAMINATION #68-956 IS ALSO BEING GIVEN.** 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.

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. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

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.

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.

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.

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**
$59,467	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.

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 for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

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

SPECIAL REQUIREMENTS: Be sure to indicate your birthdate on the application

AGE: **Candidates must be at least 19 years of age on or before the date of the written examination. Eligibility for appointment 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 the Broome County Personnel/Civil Service Office to discuss their request. **BE SURE TO INDICATE YOUR BIRTHDATE ON THE APPLICATION.**

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

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.

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.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Police 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.

SPECIAL REQUIREMENT: 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.

SPECIAL REQUIREMENT: DRIVER'S LICENSE: CANDIDATES MUST POSSESS A VALID NEW YORK STATE OPERATOR'S LICENSE AT THE TIME OF APPOINTMENT

SUBJECT 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.

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATOR 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.

A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: https://www.cs.ny.gov/testing/testguides.cfm

QUALIFYING PHYSICAL FITNESS SCREENING TESTS HAVE BEEN SCHEDULED FOR TUESDAY JULY 25, 2023, AT 9:00 A.M. AND TUESDAY SEPTEMBER 12, 2023 AT 9 A.M. YOU MAY ONLY PARTICIPATE ONCE. THIS IS NOT A RETEST OPTION.

Below is a link to the physical fitness video:

https://www.youtube.com/watch?v=pBX6O9Acvq8

CANDIDATES WILL BE MAILED NOTIFICATION OF THE DATE AND TIME OF THEIR SCHEDULED PHYSICAL FITNESS SCREENING TEST. These dates may need to be modified to accommodate a larger than anticipated number of candidates. 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:

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 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 the Department of Personnel/Civil Service.

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. Candidates would then have to wait to retake the written examination prior to retaking the performance exam for the third time.

NOTE: Failure to appear for a scheduled physical fitness screening test will be considered equivalent to failure.

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.state.ny.us/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.

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

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. Contact Broome County Personnel at (607) 778-2185 for more information. IF YOU ARE ON ACTIVE DUTY, OR DISCHARGED AFTER THE FILING PERIOD HAS BEGUN, YOU MAY APPLY FOR THE EXAMINATION UP TO TEN DAYS BEFORE THE TEST DATE.

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.

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.

VETERAN'S CREDIT:

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examinations or at any time between the dates of their application for examination and 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.

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.

THE CIVIL SERVICE EXAMINATION FOR POLICE OFFICER IS ALSO BEING GIVEN ON SEPTEMBER 9, 2023. A SEPARATE APPLICATION AND $30.00 PROCESSING FEE MUST BE SUBMITTED. THE EXAMINATION APPLICATION AND ANNOUNCEMENT ARE AVAILABLE AT www.gobroomecounty.com Or click: Examination Application