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
POLICE CHIEF (TYPE A)

Exam Number: 68-284
EXAMINATION DATE: March 14, 2020
LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: January 22, 2020

***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.

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.**

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.

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
$60,000 (2019 rate)	Anticipated	Village of Port Dickinson

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 at the time of examination except as stated in Resolution 07-84.

DUTIES: This is an administrative position involved in planning and directing police and law enforcement activities in a municipality as well as in enforcing all department rules and regulations. The incumbent works under the general direction of the Mayor or Town Supervisor and is responsible for formulating and enforcing policies and procedures based upon specified directions. The incumbent supervises all department personnel activities through a hierarchy of Police Officers assigned to the various departments, divisions and functional areas. Does related work as required.

MINIMUM QUALIFICATIONS:
A) Twenty-four (24) months as a third line supervisor with authority over Police Officers or Deputy Sheriffs in any police agency in New York State (Permanent status must have been gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(1-b) of Civil Service Law).

Anticipated eligibility: If you expect to complete the educational requirement by December 31, 2020**,** 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 March 1, 2021; 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.

Candidates 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 Department of Personnel 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.**

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may 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 is 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 may be required to submit the necessary fees for the fingerprint processing.

SUBJECT OF EXAMINATION:
Knowledge of law enforcement methods, practices, and procedures
These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.
Knowledge of New York State laws - Criminal
These questions test the candidates' knowledge of the laws in effect on January 1, 2020. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.
Administration - Police
These questions test for knowledge of the managerial functions involved in directing an A level police department. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.
Supervision
These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
Understanding and interpreting written material
These questions test how well you comprehend written material. You will be provided with brief reading selections and will asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
Preparing written material in a police setting
These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

The New York State Department of Civil Service **has** prepared a test guide for this examination. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm

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.

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.

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.