



Ernest D. Davis
Mayor

CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION
One Roosevelt Square, Rom 103
Mount Vernon, New York 10550

Dr. Joseph Christiana
President

Arnold P. Keith, Jr.
Commissioner

Sylvia Gadson
Commissioner

Crystal Collins
Secretary

EXAMINATION FOR POLICE OFFICER

OPEN-COMPETITIVE EXAMINATION NO. 60-110 **IT IS IMPORTANT TO READ THIS ANNOUNCEMENT CAREFULLY**

DATE OF EXAMINATION: SATURDAY, NOVEMBER 14, 2015

**PLACE AND TIME OF EXAMINATION: AB DAVIS MIDDLE SCHOOL, 350 GRAMATAN AVENUE
MT. VERNON, NEW YORK – 8:30 A.M.**

LAST DATE FOR FILING APPLICATION: TUESDAY, SEPTEMBER 22, 2015 AT 3 PM SHARP

SALARY RANGE: \$40,881.00 TO \$83,351.00

HOW TO APPLY: SUBMIT THE FOLLOWING:

\$25 Non-Refundable examination fee for Mount Vernon Residents

\$75 Non-Refundable examination fee for Non-Residents

APPLICATIONS CAN BE OBTAINED AT THE FOLLOWING LOCATIONS BUT CAN ONLY BE FILED AT THE CITY HALL, CIVIL SERVICE OFFICE.

MT. VERNON POLICE DEPARTMENT, 2 ROOSEVELT SQUARE

MT. VERNON PUBLIC LIBRARY, 285 1ST AVENUE

MT. VERNON BOYS AND GIRLS CLUB, 350 S. 6TH AVENUE

DOLES CENTER, 250 S. 6 AVENUE

MT. VERNON ARMORY, 144 N. 5TH AVENUE

**NO CASH ACCEPTED – Money Order ONLY made payable to the City of Mount Vernon,
Money order should include: Police Exam #60-110 along with your name and address**

A Completed City of Mount Vernon Application available in the Civil Service Office, City Hall, Room 103 or obtain a PRINTABLE VERSION AVAILABLE ON OUR WEBSITE: <http://cmvny.com/departments/civil-service/#forms>

Choose the General Employment Applications form.

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 eligible for the Job Training Partnership Act/Workforce Investment Act through a State of local social services agency. All claims for applications fee waiver are subject to verification. If you can verify eligibility for application fee waiver, you must complete a Fee Waiver Form. This form is available for pick up at the Civil Service Office. You will need to submit the completed fee waiver form along with your application by the application deadline.

ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE, ROOM 103, CITY HALL, ONE ROOSEVELT SQUARE, MOUNT VERNON, NY 10550 IN PERSON ONLY WITH YOUR FILING FEE. PLEASE HAVE YOUR ORIGINAL DRIVER'S LICENSE WITH YOU AT TIME OF FILING APPLICATION.

THE CIVIL SERVICE OFFICE WILL REMAIN OPENED UNTIL 7 P.M. ON THURSDAY, SEPTEMBER 17TH TO ACCOMMODATE CANDIDATES TO FILE POLICE OFFICER APPLICATIONS. PLEASE ENTER THROUGH THE BACK DOOR OF CITY HALL OFF THE PARKING LOT. THIS WILL BE THE ONLY DATE THAT THE CIVIL SERVICE OFFICE WILL REMAIN OPEN LATE.

IF SERVING ON ACTIVE DUTY IN THE UNITED STATES MILITARY, APPLICATIONS CAN BE FILED BY MAIL OR BY A PERSON REPRESENTING YOU, ALONG WITH DOCUMENTATION SHOWING THAT YOU ARE CURRENTLY SERVING ON ACTIVE DUTY IN THE MILITARY. THE REQUIRED FEE MUST ACCOMPANY YOUR APPLICATION.

CITIZENSHIP IS A REQUIREMENT FOR APPOINTMENT. IT IS NOT NECESSARY FOR ADMISSION TO THE EXAMINATION.

RESIDENCY REQUIREMENTS: Applicants must have been legal residents for at least (3) three months immediately preceding the date of application and continuously until the date of appointment, in any or the following Counties: **Westchester, Putnam, Nassau, Rockland, Bronx and Manhattan.**

Preference in appointment may be given to successful candidates who have been legal residents of the City of Mount Vernon for at least (1) one year immediately preceding the date of application and continuously thereafter. Proof of residency documents can be any of the following: Con Edison Bill not older than 60 days, Tax Bill, recent pay stub showing address, recent telephone bill (not cell phone) recent cable bill.

Candidates are responsible for reporting, IN WRITING, all changes in name, address and/or contact number, directly to the Civil Service Commission, City Hall, 1 Roosevelt Sq. Room 103, Mount Vernon, NY 10550. Please include examination number, name, DOB, contact number, old address, new address, effective date of move and signature on all correspondence.

**Candidate's residency will be investigated and verified before appointment.
Candidates will be fingerprinted at the examination site on the day of the examination.**

MINIMUM QUALIFICATIONS:

AGE REQUIREMENT: The following are Pursuant to Section 58 of the NYS Civil Service Law:

1. **Minimum Age:** Applicants must be at least 19 years of age to take the written test, to be certified eligible for appointment applicants must be at 20 years of age.
2. **Maximum Age:** Candidates may not have reached 35 years of age as of the date of the written exam.**
Effect of Military Duty on Age Limits: In determining an applicant's maximum age for certification appointment, the period of his or her military duty as defined in Section 243 (1b and 10-a) of the Military Law, up to six (6) years, shall be subtracted from his/her chronological age. Candidates exercising this provision must submit form DD-214 with their application.

**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 Civil Service Commission to discuss your request

DRIVER'S LICENSE: To be eligible for appointments, candidates must possess a valid New York State Driver's License.

EDUCATION REQUIREMENT: Applicant must hold:

1. A High School Diploma **OR**
2. A High School Equivalency Diploma (GED) issued by an education department of any state in the U.S. **OR**
3. A comparable diploma issued by any commonwealth territory or possession of the U.S. or Canal Zone **OR**
4. A US Armed Forces GED Certificate, High School level.

NOTE: Applicants who do not possess a HS diploma or equivalency may take the examination, but will not be eligible for appointment until they obtain an equivalency diploma. For more information on how to obtain a NYS equivalency diploma, write to the New York State Education Department, Albany, New York, 12234 or www.access.nysed.gov/ged.

Education Note: For appointment from the resulting eligible list, applicants with a foreign HS diploma or college degree and/or course work completed at foreign universities must submit a course by course evaluation of their educational credentials. You must pay the required evaluation fee. Evaluations will be accepted from services such as:

World Education Services Inc.
P.O. Box 5087
New York, NY 10274-5087
212-966-6311

Globe Language Service Inc.
319 Broadway #200
New York, NY 10007
212-227-1994

Int'l Education Research Foundation Inc.
P.O. Box 3665
Culver City, CA 90231-3665
email: info@ierf.org

DUTIES: A Police Officer is responsible for the enforcement of laws, ordinances and the protection of lives and property in an assigned area during a specified shift; does related work as required.

WORK SCHEDULES: Police Officers work on a rotating shift basis, seven days a week, 52 weeks per year.

VACANCIES: The resulting eligible list will be certified to fill vacancies as they occur in the City of Mount Vernon Police Department.

EXAMINATION CONSISTS OF THREE PARTS WITH RELATIVE WEIGHTS AS FOLLOWS:

- | | |
|------------------------------------|-------------------|
| 1. Written Exam: | Graded and Ranked |
| 2. Physical Strength/Agility Test: | Pass/Fail |
| 3. Medical Exam: | Pass/Fail |
| 4. Psychological Exam | Pass/Fail |

Candidates must pass the written test in order to qualify to take the physical strength/agility test. Candidates must pass the physical strength/agility test. Candidates who pass the qualifying physical strength/agility test and who are given a conditional offer of employment will be scheduled to take the required medical and psychological examinations.

FREE TRAINING:

There will be a test preparation course to prepare applicants for the written part of the exam. There is no registration or charge for these classes. Each module will be taught twice (2 times) per week to accommodate candidate schedules. All classes will take place at AB Davis Middle School located at 350 Gramatan Avenue, Mount Vernon, NY 10552 from 7:00 PM to 9:00 PM. Training classes will begin after the application deadline date and the dates for the training classes will be included in your admission notice.

WRITTEN EXAMINATION INFORMATION:

The written exam shall consist of multiple choice questions from which the applicant will be required to select the correct answer from four possible choices. **Use of a CALCULATOR is PROHIBITED** for this examination.

A guide for the written test for Police Entrance 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 a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on the announcement.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by the candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

SUBJECTS OF THE WRITTEN EXAMINATION: There will be a written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Applying written information (rules, regulations, policies, procedures directives, etc.) in police situations:**

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. **Memory for facts and information**

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. **Reading, understanding and interpreting written information**

These questions test for the ability to read, understand and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. **Preparing written material in a police setting**

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From Each set of four, you must choose the version that presents the information most clearly and accurately.

PHYSICAL AND MEDICAL REQUIREMENTS

1. Applicants who pass the written test will be required to pass a qualifying physical agility test established by the Municipal Police Training Council (MPTC) . The MPTC standards may be reviewed at www.criminaljustice.state.ny.us/ops/doc/registry/policeapptsmed.pdf

Candidates will be required to sign an accident waiver before taking the physical agility test.

2. Candidates offered the positions Police Officer will be required to pass the medical standards established by the MPTC, and a psychiatric evaluation will be required by the Police Department.

3. Failure of any one of the above qualifying test will bar a candidate from appointment.

4. Candidates may be subject to a substance abuse test designated by the Police Department at any time prior to hiring. Candidates who test positive for illegal substance may be subject to removal from the eligible list or termination from employment.

GENERAL INFORMATION: Candidates who have successfully passed the written examination and the physical agility test, will be required to provide documents including the following for the Police Department background investigation.

1. **Birth Certificate**

4. **High School Diploma or GED**

2. **Social Security Card**

5. **Copy of DD214 (Member 4 copy)**

3. **New York State Drivers License**

CONVICTION OF A FELONY WILL BAR APPOINTMENT AND A CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.

Candidates must be of good moral character, in excellent physical condition, demonstrate clarity of oral expression and cooperate fully with the Civil Service Commission and the Police Department of in their investigation into the candidate's background.

The City of Mount Vernon Civil Service Commission reserves the right to choose only as many successful candidates from the written examination for further processing as may be necessary to fill anticipated vacancies.

CROSS FILER STATEMENT: If you have applied for any other civil service examination being given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 or 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for other local government examinations, contact each Civil Service Agency to make arrangements no later than two (2) weeks before the date of the examination(s) and notify each agency of the test site at which you wish to take your examination. **There is no reciprocity with the New York City, and you must make a choice between the two jurisdictions.**

FILING PERIOD FOR MILITARY PERSONNEL: Anyone who is serving on active duty in the United States armed forces or as a member of the organized militia (Army, National Guard, Air National Guard, New York Naval Militia, New York Guard) and reserves, other than for training purposes, and requires special testing arrangements should call (914-665-2357) for criteria and arrangements.

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 examination 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 this office. DD214 (Discharge papers must also be submitted). 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 TESTING ARRANGEMENTS:

- a) Active Military: See "Filing Period for Military Personnel"
- b) Sabbath Observer: May request alternate test date for religious observer
- c) Person with disability: Reasonable accommodations will be made for disabled candidates who request such arrangement for their disability.
- d) Alternate Test Date: See "Alternate Test Date Policy" If needed, please call 914-665-2357 as soon as possible BEFORE the scheduled test date.

RELIGIOUS ACCOMMODATIONS AND HANDICAPPED PERSONS: If special arrangements for testing are required, PLEASE ATTACH A SEPARATE NOTE FROM YOUR RELIGIOUS ORGANIZATION TO YOUR APPLICATION.

Children of firefighters and police officers killed in the line of duty shall be entitled, in conformance with Section 85-a of the Civil Service Law, to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his/her parent has served. If you are qualified to participate in this examination and are a child of a City of Mt. Vernon firefighter or police officer killed in the line of duty, 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 Policy: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If any emergency prevents you from appearing for the examination, please notify the civil service office at (914) 665 -2357 no later than 9:00 am on the Monday following the test date, (Tuesday if Monday is a legal holiday), providing verifiable documentation of reason. A determination will be made as to if an alternate test date will be scheduled.

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 (10) 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 (2) 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.

We are an Equal Opportunity Employer