

PLEASE POST CONSPICUOUSLY
LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

CITY OF LACKAWANNA

OPEN COMPETITIVE EXAMINATION FOR:

POLICE OFFICER

Exam # 68589

\$25.00 Filing Fee
(Check or Money Order)

Open Competitive Examination, **POLICE OFFICER**, CITY OF LACKAWANNA, Department of Public Safety

The eligible list resulting from this examination will be used to fill any future vacancies that occur in the title of Police Officer in the City of Lackawanna.

POLICE OFFICER

Salary: **\$41,000 - \$79,725.73***

*Salary listed is based on current union contract year. Upon graduation from academy training, salary is \$67,073.02.

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

September 9, 2023

July 28, 2023

RESIDENCY REQUIREMENT: Candidates must be legal residents of Erie, Niagara, Genesee, Wyoming, Cattaraugus, or Chautauqua County at time of application. **PREFERENCE IN CERTIFICATION MAY BE GIVEN TO SUCCESSFUL CANDIDATES WHO ARE LEGAL RESIDENTS OF THE CITY OF LACKAWANNA AT THE TIME OF EXAMINATION AND FOR AT LEAST FOUR (4) MONTHS IMMEDIATELY PRECEDING THE DATE OF THE EXAMINATION. A CANDIDATE'S RESIDENCY MAY BE INVESTIGATED & VERIFIED PRIOR TO APPOINTMENT.** Upon **PERMANENT** appointment, candidates must be willing to move into the City of Lackawanna within six (6) months.

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 time of appointment and must maintain it throughout employment.

Age: Candidates must be at least 19 years of age on or before examination date to be admitted to the written test. Eligibility for appointment as a police officer 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 seven 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. **A copy of military discharge DD-214, Member 4 form, must be presented at time of filing application to 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 are advised to contact the Lackawanna Civil Service Commission to discuss their request.

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

COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE
FRIDAY JULY 28, 2023
IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX
BY CLOSE OF BUSINESS JULY 28, 2023 BY 4:00 PM EST

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma as described in Section 58 of the Civil Service Law.

GENERAL STATEMENT OF DUTIES: Has responsibility in an assigned district during a specific period for the enforcement of laws and ordinances and for the protection of lives and property; assists in the investigation of criminal offenses and the apprehension of criminals; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work consists primarily of routine patrol tasks. There is considerable independent responsibility for the exercise of sound judgment in emergencies. However, ordinary procedures and special assignments are usually carried out under close supervision.

EXAMPLES OF WORK (Illustrative Only): Patrols a specific district or beat on foot or in a radio cruising car/SUV; Checks doors and windows of unoccupied business and residential property; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Escorts prisoners to jail and to court and has them booked on charges; Watches for and makes investigations of wanted and missing persons and stolen cars and property; Directs traffic and enforces parking regulations; Maintains order in crowds and attends parades and other public gatherings; Answers questions for and directs the public; Broadcasts radio messages and sends teletype messages; Makes daily reports of activities during assigned tour of duty; May be assigned to work as a detective; Makes criminal investigations when assigned as a detective.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good social and general intelligence; working knowledge of the New York State Penal Law, Code of Criminal Procedure and Vehicle and Traffic Law; working knowledge of Lackawanna city codes and ordinances; ability to be courteous yet firm with the public; ability to understand and carry out complex oral and written directions; good knowledge of first aid methods; good judgment; ability to drive an automobile; some skill in the use of firearms; good powers of observation and memory; excellent moral character; physical strength and agility; physical condition commensurate with the demands of the position.

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

1. Situational Judgment
2. Language Fluency
3. Information Ordering and Language Sequencing
4. Problem Sensitivity and Reasoning
5. Selective Attention
6. Visualization
7. Spatial Orientation

NOTE: SEE EXPANDED SCOPE STATEMENT ATTACHED

USE OF CALCULATORS IS PROHIBITED

TEST GUIDE: 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> 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.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 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 examination.

CANDIDATES WHO PASS THE WRITTEN TEST WILL BE REQUIRED TO PASS A QUALIFYING PHYSICAL FITNESS TEST AND CANDIDATES WHO ARE OFFERED EMPLOYMENT OFF THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THIS WRITTEN TEST, WILL BE REQUIRED TO PASS A QUALIFYING MEDICAL EXAMINATION WHICH WILL INCLUDE DRUG SCREENING.

QUALIFYING PHYSICAL FITNESS TEST: 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. Sit-Up (Core Muscular Endurance)

The requirement is for a number of bent-leg sit-ups to be performed in one minute.

2. Push-Up (Upper Body Muscular Endurance)

This test measures muscular endurance of the upper body (anterior deltoid, pectoralis 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 (40th) percentile of physical fitness as established by the Cooper Institute. Your name will not be **certified** from the eligible list until you have successfully qualified on the Agility portion. **FAILURE ON ANY PART OF THE QUALIFYING TEST WILL REMOVE YOUR NAME FROM FURTHER CONSIDERATION FOR APPOINTMENT. THERE WILL BE NO RETEST.** Physical Fitness testing is scheduled based on the need of the hiring authority. If you are scheduled to appear, you must contact the Lackawanna Civil Service Commission in writing if you are not able to appear. Failure to notify our office will result in the removal of your name from the Eligible list.

(Copies of the physical fitness and medical standards are available upon request from the Lackawanna Civil Service Commission.)

NOTE: An employer may choose to exempt a candidate from the Physical Fitness Assessment if they possess a valid training certificate pursuant to GML 209-q.

Background Investigation: As part of the New York State Professional Policing Act of 2021, and 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) Part 6000 of 9 NYCRR Section 10(a). 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, and Part 6000 of 9 NYCRR Section 11(a), 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.

Eligible candidates will be called for psychological assessments, as needed, to fill existing and anticipated vacancies.

NOTE: An employer may choose to exempt a candidate from the Psychological Assessment if they possess a valid training certificate pursuant to GML 209-q.

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.

Veterans: Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits, you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 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 the 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.

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 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.

New Hire Physical/Drug Screen: All newly hired city employees, as a condition of employment, shall agree and consent in writing to the city's right to the employees' present and past medical history and to submit to a physical examination and drug/alcohol testing by a physician designated by the city, who shall evaluate his/her/their health qualifications. All new employees must consent to submit to drug and alcohol testing at any time, at the request of the employee's supervisor, while the employee is on a "probationary basis." Any illegal controlled substance or alcohol abuse discovered during testing subjects the employee to immediate termination.

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 the Lackawanna Civil Service Commission 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. *(Candidates will be required to submit a copy of a DD-214 or military orders to substantiate active-duty status during test date AND certify they have no prior knowledge of the contents of the examination.)*

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special testing accommodations are required for testing, please indicate this on your application. Failure to do so may not give the agency enough time to prepare, and may lead to standard testing conditions or disqualification. Candidates requesting an accommodation are required to furnish documentation of the disabling condition prior to the examination date.

How to Apply: Application forms are available in the main lobby of Lackawanna City Hall as well as outside the Lackawanna Civil Service Commission Office, 714 Ridge Road Room 213 Lackawanna, NY 14218. Application forms must be filled out completely. Applications are also available to print from home, online <http://lackawannany.gov/government/civil-service/>. Applications and payments may be:

- dropped off in-person in the lockbox located in the main lobby of Lackawanna City Hall (714 Ridge Road) by **JULY 28, 2023 4:00 PM EST** OR
- mailed to Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. Application and payment must be **POSTMARKED JULY 28, 2023**.

A separate application is needed for each exam a candidate wishes to take. Applicants who have filed an application for a previous holding of the same exam, or who have previously submitted applications when no exam was announced **must also apply for the current holding** and may do so by sending in a new and updated application plus fee. The Civil Service office does not accept responsibility for non-delivery or postal delay.

Please contact the Civil Service Office (716-827-6467, civilservice@lackny.com) if you are unable to print an application, if you cannot pickup an application in person, or if you have any questions.

Application Fee:

There is a \$25 processing fee required for this exam. The required fee must accompany your application. Send check or money order made payable to: CITY OF LACKAWANNA and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, 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.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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 think you qualify for a fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Failure to do so may lead to disqualification. A copy**

may be obtained online (<http://lackawannany.gov/government/civil-service/>) or in person at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.

Prior to an offer of employment for permanent appointment from the eligible list, potential appointees **will be required to pay a fee for the mandatory full search and retention of fingerprint charts**. REFUSAL TO REMIT SUCH FEE WILL BE CONSTRUED AS A DECLINATION OF AN OFFER OF APPOINTMENT.

Applying For Examinations in Multiple Jurisdictions on The Same Date: 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 three 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.

Due to **Coronavirus-19** the test date is *subject to change* based on social distancing guidelines. If the date needs to change you will be able to find the information online at our website, and mail will be sent to the address on file.

In regards to **inclement weather**, unless the county or city where the examination is to be held has declared a snow or weather-related emergency and the public has been advised to stay off the roads, the examination will be conducted as scheduled. If the exam needs to be cancelled due to the weather, you will be notified by phone at the number on your application on the day of the exam.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Failure to do so may lead to disqualification. Notifying the Post Office to forward mail is NOT effective to ensure that notices for examinations or appointments will reach you. Please request a change of address form from the Civil Service Commission Office by calling 716-827-6467 or email civilservice@lackny.com. (Forms are also available online: <http://lackawannany.gov/government/civil-service/>.) **RETURNED MAIL MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Original Published 06/23/2023

Closed 07/28/2023

EXPANDED SCOPE STATEMENT

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.

Test guide:

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> 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.