This examination is being held to establish an eligible list in the above title which will be used to fill Police Officer positions in town and village police departments and Deputy Sheriff positions in the Orange County Sheriff’s Office. Starting salary for Deputy Sheriff positions is $36,817/annually. Starting salary for Police Officer positions vary by agency.

A $40.00 non-refundable application processing fee is required. Check or money order payable to the Commissioner of Finance must accompany application. A $20.00 service charge will be imposed for checks returned for insufficient funds or like reasons. Please refer to the General Information section on the reverse of this page for information regarding eligibility for waiver of application processing fees.

Applications received without the required fee will be returned to you unprocessed. If you wish to re-file, your application and the appropriate fees must be postmarked no later than the last filing date noted above. Please compare your qualifications carefully with the requirements for admission and file only if you are clearly qualified. Application processing fees are non-refundable. If you are disqualified from or fail to appear for the examination, your fee will not be refunded.

Minimum Qualifications Required for Admission to the Exam - Your application must clearly indicate possession of the following requirements as of the last filing date noted above: Graduation from high school or possession of a high school equivalency diploma and either:

(A) Three (3) years of active military experience in the armed forces of the United States with an honorable discharge, or currently serving in the armed forces of the United States with a minimum of three (3) years of active duty service; OR

(B) Completion of sixty (60)* college credits; OR

(C) Completion of thirty (30)* college credits and the equivalent of one (1) year of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement or corrections field; OR

(D) An equivalent amount of training and experience as defined by the limits of (B) and (C) above.

For purposes of qualifying under option (D), fifteen (15) credits is the equivalent of 6 months work experience.

You must submit a complete application. Please be sure to answer all questions including dates of employment (month/year), number of hours worked per week and a detailed description of your qualifying experience as noted above. A resume may NOT be submitted in lieu of completing the application. Applications that do not clearly indicate the required experience will be disapproved.

You should submit transcript(s) with your application or within thirty (30) days of filing an application. Transcripts downloaded from the internet, grade reports or copies that do not identify the educational institutions are unacceptable for purposes of qualification. Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification.

*Completion of a Basic Police Officer Training Course as approved by the NYS Municipal Training Council will be accepted as the equivalent of fifteen (15) college credits. A copy of the certificate must be attached to the application to receive credit.

In addition, Police Officer candidates must possess a valid New York State driver's license; Deputy Sheriff candidates must possess a valid driver's license. Please submit a copy of your license with your application. Applicants must also meet residency, age and citizenship requirements as outlined on page 2 to participate in this examination.

- continued -
**Residency Requirements:** Police Officer candidates must be legal residents of Orange, Ulster, Dutchess, Sullivan, Putnam, Westchester or Rockland County at the time of application. Preference in certification may be given to residents of municipalities in Orange County. Deputy Sheriff appointees must become a resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange within six (6) months of appointment. Preference in certification may be given to residents of Orange County.

For purposes of such certification, “residents" shall be adjudged to be those whose fixed and permanent domicile is within the boundaries of a given municipality (for Police Officer positions) or within the boundaries of Orange County (for Deputy Sheriff positions) prior to the date of written examination and at time of appointment. If your mail is sent to a post office box, you must also indicate your street address.

**Age Requirements:** Applicants must be no less than nineteen (19) years of age or more than thirty-five (35) years of age as of the date of the written examination. Candidates must be twenty (20) years of age to be certified for appointment to the title of Police Officer or Deputy Sheriff.

Applicants who were born before November 16, 1978 are not eligible to compete in the November 16, 2013 administration of this examination except for those persons who were engaged in military duty as defined in Section 243 (10-a) of the New York Military Law. Qualified applicants may deduct from their actual age the length of time spent in such military duty, provided the total deduction does not exceed six (6) years.

**Citizenship Requirement:** United States citizenship is required to participate in this examination.

**Character and Background:** Candidates may be subject to satisfactory completion of an inclusive background investigation. Conviction of a felony will bar an applicant from examination and/or appointment.

Applicants may be required to authorize access to educational, financial, employment, criminal history, and mental health records. Family members, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered eligible for appointment. The following are among the factors that may be cause for disqualification:

- Lack of any of the established requirements for admission to the examination or for appointment to the position;
- Disability which renders the candidate unfit to perform in a reasonable manner the duties of the position;
- Criminal conviction (Felony conviction is an automatic disqualification. Convictions for any other crimes and offenses are subject to review);
- Dismissal from a permanent position in the public service due to charges of incompetence or misconduct;
- Intentional making of a false statement of any material fact in candidate’s application;
- Practice, or attempt to practice, any deception or fraud in candidate’s application, examination, or in securing eligibility or appointment;
- Dismissal from private employments because of habitually poor performance;
- Lack of good moral character or habits or a satisfactory reputation;
- A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses;
- Refusal to permit the Orange County Department of Human Resources to investigate matters necessary for the verification of candidate’s qualifications, or otherwise hampering, impeding or failing to cooperate with such department in such investigation.
Testing/Screening: Applicants may be subject to psychological testing, polygraph testing and/or fingerprinting and may be required to pay fees for the administration and processing of such testing/screening.

Physical and Medical Requirements: Candidates for competitive appointment must meet the physical fitness and medical standards prescribed by the New York State Municipal Police Training Council.

Physical Fitness Screening Test: Candidates must pass the written test in order to be scheduled for the physical fitness-screening test prescribed by the Municipal Police Training Council (MPTC). Candidates who do not appear for, or who fail any element of the physical fitness portion of the examination when scheduled will be eliminated from further testing and consideration for purposes of this competition. Candidates are advised that requests for waivers of the physical fitness test or appeals of the determination of the qualified trainer will not be entertained and no retests will be scheduled.

The three (3) elements measured in the qualifying physical fitness-screening test are muscular endurance (core body), muscular endurance (upper body) and cardiovascular capacity. A brief description of the test items used to measure each component is as follows:

Sit Up: Muscular endurance (core body) – The score indicated below is the number of bent leg sit-ups performed in one minute.

Push Up: Muscular endurance (upper body) – The score indicated below is the number of full body repetitions a candidate must complete without breaks.

1.5 Mile Run: Cardiovascular capacity - The (time) score indicated below is calculated in minutes: seconds.

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Medical Screening Test: Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the MPTC-mandated medical screening test. The medical requirements are available on our web site at: www.orangecountygov.com/civilservice. A drug-screening test will be conducted as part of this pre-employment medical screening process. Candidates who do not appear for the medical portion of the examination when scheduled will be eliminated from further testing and consideration for purposes of this competition.

An MPTC-mandated medical screening administered by Orange County in conjunction with this examination will be valid for the life of the resulting eligible list. An MPTC-mandated Medical Screening administered by Orange County in conjunction with a prior examination, or administered by another municipal civil service agency is valid for a period of up to one (1) year from the date of medical screening.

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Mandated Training Requirements: Successful completion of the Municipal Police Training Council's Basic Police Officer Training Course is required for a Police Officer or Deputy Sheriff appointee to attain permanency, as required by section 209-q of the General Municipal Law.

Probationary Period: The maximum probationary period for Police Officers and Deputy Sheriffs is seventy-eight (78) weeks.

Military Personnel: Section 243-b of Military Law provides for a member of the armed forces of the United States who has duly filed an application for scheduled examination but was unable to compete in the examination due to active military duty be provided with a special military makeup examination. Section 243-c of the Military Law provides that individuals on active duty or individuals discharged from the armed forces after the filing period for an examination has begun are permitted to file an application no later than the close of business on Monday, November 4, 2013.

Veteran’s Credits: Veterans who are eligible for additional credit must submit an application for veteran’s credit with their application or prior to the establishment of the eligible list. Applications for veteran’s credits are available at the Department of Human Resources. Veteran’s credits can only be added to a passing score on the examination. Candidates currently in the armed forces may apply for and be conditionally granted veteran’s credit on the examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. It is the responsibility of the candidate to provide appropriate documentary proof indicating service in time of war, as defined in Section 85 of the Civil Service Law, and receipt of an honorable discharge or release under honorable conditions in order to be certified at the higher ranking. No credit may be granted after the establishment of the list.

Special Requirements for Appointment in the Town of Wallkill: Applicants are advised that eligibility for appointment to Police Officer in the Town of Wallkill will additionally require passage of essential test(s) and/or possession of qualifications and/or personal characteristics different from those required for certification to other municipalities of the County of Orange, including a higher minimum age, pursuant to provisions of a consent decree and as directed by U.S. District Court Judge Colleen McMahon. A copy of the consent decree will be made available for inspection in the Orange County Department of Human Resources, 30 Matthews Street, Goshen, NY.

What the Job is Like:

Police Officer: This is important work involving the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of life and property. Incumbent may also investigate criminal offenses and apprehend criminals. This class differs from that of a Deputy Sheriff by virtue of the more limited patrol jurisdiction and the absence of civil duties. Work is performed under the direct supervision of a senior official with leeway allowed for exercise of independent judgment and action as the situation warrants. Incumbent does related work as required.

Deputy Sheriff: The work involves responsibility for providing services as a law enforcement officer for the courts, landfill, communications, transportation, investigations, and/or other units within the Orange County Sheriff's Office. The work is performed in accordance with established policies and procedures under the general supervision of a Deputy Sheriff/Sergeant and/or other higher ranking Deputy Sheriff. Leeway is allowed for exercise of independent judgment in carrying out the details of the work. Deputy Sheriffs are required to work various shifts and/or weekends and be available for special assignments on a twenty-four (24) hour basis. Incumbent does related work as required.
Cross Filer Statement: If you have applied for any other civil service examination to be given on the same date (excluding New York City), you must make arrangements to take all the examinations at one test center. You must notify each civil service agency with whom you have filed an application of the test site at which you wish to take your examination no later than two (2) weeks before the test date. If you have applied for a State examination, you must contact our office to make arrangements to take all your examinations at the State examination center.

Subject of the Examination – (Police Entrance Series) 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. **Understanding and Interpreting Written Material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be 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.

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.

- USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION -

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 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.

A Guide to the Written Test for the 'Police Entrance' series is available at the New York State Department of Civil Service web site: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm) or at the Orange County Department of Human Resources, 30 Matthews Street, Suite 205, Goshen, NY 10924.

Steven M. Gross, Commissioner of Human Resources

Date of Issue: 7/26/13

- AN EQUAL OPPORTUNITY EMPLOYER -
GENERAL INFORMATION - PLEASE READ CAREFULLY

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of New York State Civil Service Rules and Regulations. The passing grade for this examination is 70.

APPLICATIONS: For an application, send a stamped, self-addressed, legal size envelope to the Orange County Department of Human Resources, Civil Service Unit, 30 Matthews Street, Suite 205, Goshen, NY 10924; or print hard copy at www.orangecountygov.com.

HOW TO APPLY: Completed applications should be postmarked no later than the last filing date shown on the front of this announcement or, if not mailed, should be received in the Department of Human Resources no later than 5:00 PM two (2) working days beyond the last filing date established for this examination. The date imprinted by a postage meter is NOT construed as a postmark. The application is part of the testing process: It must be completely filled out, with all pertinent information provided, or disapproval may result. Reference is not made to applications already on file. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval.

APPLICATION PROCESSING FEE: An application processing fee as specified on the front of this announcement must accompany the application. Send check or money order payable to the Commissioner of Finance. Write the examination number and your social security number on the check or money order. Do not send cash. As APPLICATION PROCESSING FEES ARE NOT REFUNDABLE, 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 PROCESSING FEE WAIVER: Application processing fees may be waived for those candidates who are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person’s tax return are NOT eligible for waiver as head of household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) 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. Candidates interested in this waiver must submit a “Request for Application Fee Waiver and Certification” form with their application by the last filing date noted on the announcement. Waiver forms can be obtained from the Orange County Department of Human Resources, Civil Service Unit, 30 Matthews Street, Suite 205, Goshen, NY 10924 or on the web at www.orangecountygov.com.

MULTIPLE EXAMINATIONS: If you have applied for another Civil Service Examination with New York State or other local government jurisdiction scheduled for the same date as this exam, you must notify all civil service agencies involved of the dual candidacy. You must make arrangements to take all exams at one test site as soon as possible, in any event no later than two weeks before the exam date. For all examinations for positions in New York State you have to sit at a State examination center. The maximum time allowed for any combination of exams is eight hours.

REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL: If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

VERIFICATION OF QUALIFICATIONS: In reviewing applications for open-competitive examinations, where a year or more of experience is minimally required, a tolerance of one month is allowed in meeting said requirements. The amount of experience required in the minimum qualifications is based upon the presumption of a thirty-five (35) hour workweek. Part-time experience is pro-rated, unless otherwise specified on this announcement. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications specify otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person’s job may not be credited. An applicant who has falsified or misrepresented any information, or who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, may be denied the opportunity to be examined. After examination, such a candidate may not be included on the eligible list, or may be removed or restricted from the eligible list.

CREDENTIALS: Only college transcripts may be used to demonstrate possession of claimed post-secondary academic credentials. Thirty (30) credit hours equals one year of college in evaluating a candidate’s qualifications. Foreign post-secondary educational achievement must be independently evaluated to ascertain equivalency to education attained in the United States.

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GENERAL INFORMATION (continued)

ADMISSION TO EXAM: Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after an exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated calculators. Devices with typewriter keyboards such as Computers; Spell-Checkers; Personal Digital Assistants; Address Books; Language Translators; Dictionaries; or any similar devices are prohibited.

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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

ELIGIBLE LIST: Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement. Lists resulting from promotion exams are certified first.

VETERANS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veterans credits in conjunction with each application filed. Candidates who wish to claim veterans credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD 214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use.

CHANGE OF ADDRESS: It is the candidate’s responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence.

RESIDENTIAL PREFERENCE: There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment in some jurisdictions.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established.

NEPOTISM: Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation.

EQUAL OPPORTUNITY: It is the County’s policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Human Resources and may be subject to other penalties as prescribed by law.

For further information call or visit:
Orange County Department of Human Resources, Civil Service Unit
30 Matthews Street, Suite 205
Goshen NY 10924
(Tel: 845-291-2707)
Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday
Website: www.orangecountygov.com