



DEPARTMENT OF HUMAN RESOURCES

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Coming Soon...Police Officer/Deputy Sheriff Exam Announcement

Police Officer Application, Examination and Career Information Sessions:

Town of New Windsor Community Center 555 Union Avenue, New Windsor, NY 6/24/19 @ 3PM and 5PM

Emergency Services Center 911 Auditorium, 22 Wells Farm Road Goshen, NY 6/26/19 @ 6PM

Town of Wallkill Community Center, 8 Wes Warren Drive, Middletown, NY 6/28/19 @ 4PM

(please refer to the Human Resources webpage for updated information - <https://www.orangecountygov.com/1137/Human-Resources>)

How to find out about the exam:

- The exam is **tentatively** scheduled for **September 14, 2019**.
- Exam announcements are projected to be released in **June**.
 - Be sure to check the Orange County **website weekly** so that you don't miss the opportunity.
 - www.orangecountygov.com > Human Resources > Civil Service Exams
- In addition to checking the website we urge potential candidates to sign up for email notifications. www.orangecountygov.com > "sign up" > enter email address > check the box under "Notify Me" Human Resource Civil Service Exams
 - This service will send you an alert when new announcements are posted. However, you should not depend on this alone, check the website also.
- Applications are **only** accepted during the **filing period** on the announcement.
 - Be sure to submit your application **during the filing period noted on the announcement**. **Applications received before or after the filing period will not be accepted.**



How to apply:

- Once the announcement is **posted**, and the time comes for you to apply:
 - The cost for applying for the police officer/deputy sheriff exam is now **\$50.00**. Please read the minimum qualifications carefully!
 - You must possess the minimum qualifications by the last filing date noted on the announcement. See back for minimum qualifications.
 - We only accept a check or money order which **MUST** be made payable to the **Commissioner of Finance**.
 - Download an application at:
<https://www.orangecountygov.com/DocumentCenter/View/6332/Application-for-Employment--Examination-PDF>
 - A copy of your valid driver's license must accompany your application.
 - Supporting documentation such as, a transcript and/or DD214 should also accompany your application depending on how you are qualifying.
 - Be sure to submit a complete application answering all questions thoroughly and sign and date the application.

What if I am applying for other jurisdictions Police Exam being held on the same day?

- Candidates who **apply** for multiple examinations scheduled **on the same date** in different **local jurisdictions** must make arrangements to take **all examinations** at **one** test site.
 - Candidates must apply directly with each jurisdiction they are interested in taking an exam for. Cross filing is simply a way to coordinate you taking all of your exams at one central location.
 - **Cross filing is not a substitute for an application.**
- The cross-filer form should be completed and filed with **each jurisdiction** involved as soon as possible. (Must be filed no later than 3 weeks before the exam)
- You must fill out a cross filer form and submit to this office. You Must also alert all other counties you have applied with, that you have filed for an exam or multiple exams on the same date, you must state which county you wish to take the exam at:

<https://www.orangecountygov.com/DocumentCenter/View/6337/Cross-Filer-Form-PDF>

SPECIAL NOTE: Candidates, who apply for both **New York State** and **Local** jurisdiction exams, must take all exams **at the New York State exam site**. **Please be sure to note on the cross-filing form if you have applied for a New York State exam that is scheduled for the same date.**

Minimum Qualifications:

- 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, corrections or military** field; OR (Work experience is based at 35 hours/ week with part-time experience being prorated.)
- 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.)
- 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. Please submit a copy of your certificate.
- Police Officer candidates must possess a valid New York State driver's license; Deputy Sheriff candidates must possess a valid driver's license. Candidates must be a United States citizen to participate in this examination.
- 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.
- 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. (example - Applicants who were born **before** September 14, 1984 are not eligible to compete in the September 14, 2019 exam. Applicants cannot have already reached their 35th birthday before the date of the written exam unless such candidate meets criteria for military duty as defined in Section 243 (10-a) of the New York Military Law) Candidates must be twenty (20) years of age to be certified for appointment to the title of Police Officer or Deputy Sheriff.