



Steven M. Neuhaus
County Executive

DEPARTMENT OF HUMAN RESOURCES

Donna McCarey
Deputy Commissioner

Langdon C. Chapman
Commissioner

Tamara Hunter
Deputy Commissioner

255 Main Street
Goshen, NY 10924
TEL: (845) 291-2707 FAX: (845) 378-2373
www.orangecountygov.com



CORRECTION OFFICER EXAM INFORMATION



This information is subject to change at any time until the official exam announcement notification.

How to find out about the exam:

- Next Exam - Tentative projected date: Winter 2022
- Exam announcements are tentatively released approximately 3 months prior to the exam date.
 - 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. If the announcement is not posted applications are not accepted.
 - 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 Correction Officer exam is **\$50.00**. Please read the minimum qualifications carefully!
 - You must possess the minimum qualifications **by the last filing date noted on the announcement to be approved.**
 - 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' Correction Officer 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: Graduation from high school or possession of a high school equivalency diploma **AND** Either:

- (A) Completion of sixty (60)* college credits; **OR**
- (B) Completion of thirty (30)* college credits and **and one (1) year of full-time paid work experience in any field including active-duty service in the armed forces* of the United States; OR;**
- (C) Possession of a high school or equivalency diploma and two (2) years of full-time **paid** work experience as outlined in (B) above; **OR;**
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above. (*i.e. fifteen college credits and one (1) year six (6) months of full-time paid work experience, OR forty-five (45) college credits and six (6) months of full-time paid work experience.*)

****Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.**

- In addition, candidates must: Possess and maintain a valid driver's license, be a United States citizen, and be eligible for and have the ability to qualify as a peace officer.
- **Residency:** Appointees must become residents of Orange County or a resident of a county within the State of New York contiguous to the County of Orange (Ulster, Dutchess, Sullivan, Putnam, Westchester or Rockland County) within six (6) months after appointment.
- **Age Requirements:** Appointees must be not less than 20 years of age at the time of appointment.
- **Physical and Medical:** Candidates must meet physical, psychological and medical standards as established by the County of Orange. Candidates for competitive appointment **must meet the physical fitness standards prescribed by the New York State Municipal Police Training Council**

Practice for the agility Now !! It is never too early to be prepared! - Candidates who fail the agility are considered to have failed the exam! An agility practice video can be found on our website at: www.orangecountygov.com/agility