

**MIDDLETOWN CIVIL SERVICE COMMISSION  
ANNOUNCES  
AN OPEN COMPETITIVE CIVIL SERVICE EXAMINATION  
FOR  
POLICE OFFICER**

Written Test To Be Held  
September 15, 2018

Applications **MUST BE RECEIVED** No Later Than  
August 2, 2018 – 12:00 Noon

EXAMINATION NO. AND TITLE	SALARY	PROCESSING FEE
#67-374 POLICE OFFICER	UNAVAILABLE	\$40

P L E A S E P O S T C O N S P I C U O U S L Y

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**READ THIS ANNOUNCEMENT IN ITS ENTIRETY BEFORE FILING YOUR APPLICATION AND  
SAVE FOR FUTURE REFERENCE**

**FILL IN ALL REQUESTED INFORMATION CLEARLY, ACCURATELY AND COMPLETELY. APPLICATION PACKAGES WILL BE REFUSED UNLESS FULLY COMPLETED AND SUBMITTED PRIOR TO THE CLOSE OF THE APPLICATION ACCEPTANCE PERIOD.**

This examination is being held to establish a current eligible list for **POLICE OFFICER**. The resulting eligible list from this examination will be used to fill all present and future vacancies in the **CITY OF MIDDLETOWN POLICE DEPARTMENT**.

**APPLICATION FEES:** A non-refundable application processing fee of forty dollars (\$40) is required of candidates for each separately numbered examination for which you apply. The fee must accompany your application. Send a money order payable to the MIDDLETOWN CIVIL SERVICE COMMISSION. Do not submit cash or personal checks. Write the examination number(s) and your social security number on the money order. Application fees are not refundable; therefore, we urge you to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. If you are disqualified from or fail to appear for the examination, your fee is not refundable.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 two weeks before the test date, so they can make arrangements for taking all tests at one test site. Provide each jurisdiction with a list of all jurisdictions where you have made an application; indicate by each jurisdiction, the number and title of all examinations for which you have applied and note your preference of examination center.

If you have applied to take a local examination and a **State** examination on the same date, contact the local jurisdiction only, providing the number and title of all examinations for which you have applied. Do not contact the State Department of Civil Service. All examinations for positions in State government will be held at a State examination center.

**ACCEPTANCE OF APPLICATIONS:**

**APPLICANTS MUST HAVE COMPLETED THIRTY (30) CREDIT HOURS AT A REGIONALLY ACCREDITED OR NEW YORK STATE REGISTERED COLLEGE OR UNIVERSITY AT TIME OF APPLICATION. A VERIFIABLE COLLEGE TRANSCRIPT SHOULD BE SUBMITTED WITH YOUR APPLICATION.**

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school GED, or Armed Forces GED, and either:

A) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university; Completion of 30 credit hours at the time of the examination without substitution;

**OR**

B) Completion of thirty (30) credit hours at a regionally accredited or New York State registered college of university;

**AND ONE OF THE FOLLOWING:**

1) Successfully completed a Certified Police Officer Course approved by, or equivalent to a course approved by, the New York State Municipal Training Council. Completion of a Phase 1 Academy, in and of itself, is insufficient. A certified Peace Officer Training course does not qualify.

2) Received an Honorable Discharge from the United States military after two (2) years of military service with Military Police Certification or equivalent special United States Military training.

**OR**

3) Honorable discharge from the United States Military after serving in a combat zone.

NOTE: Completion of a Basic Police Officer Training Course as approved by the New York State Municipal Police Training Council will be accepted as the equivalent of fifteen (15) credit hours. Without regard for how many credits a college or university may have awarded for training activity leading to a certificate of completion of the MPTC's Basic Course for Police Officers, no more than fifteen (15) of such credits will be accepted toward qualification for this examination.

**SPECIAL REQUIREMENTS:**

Candidates must be at least 19 years of age and less than 35 years of age at the time of examination.

Candidates must possess a valid New York State driver's license at the time of appointment.

Candidates must pass a physical fitness screening test administered under the supervision of Middletown Civil Service.

Candidates must comply with the City of Middletown Police Department policy which requires all members to present a neat and professional appearance at all times. Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire. The uniform includes a short sleeve shirt open at the front of the neck. In addition to visibility, some tattoos or brands may have symbolic meanings that are inconsistent with the values of the Middletown Police Department.

**PHYSICAL AND MEDICAL REQUIREMENTS:** Candidates must meet the physical fitness and medical standards prescribed by the New York State Municipal Police Training Council.

**AGE REQUIREMENT:** Candidates must be at least 19 years of age and less than 35 years of age by the date of the examination. Eligibles must have attained twenty (20) years of age to be certified for appointment to the title of Police Officer.

**EXCEPTION TO AGE REQUIREMENT:** For purposes of meeting the above outlined age requirements, all persons who were engaged in military duty as defined in Section 243 (10-a) of the New York Military Law may deduct from their actual age the length of time spent in such military duty, provided the total deduction for military duty does not exceed six (6) years.

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

**WHAT THE JOB IS LIKE:** This is primarily routine work that requires personal responsibility for the enforcement of laws and protection of lives and property in an assigned area during specified periods, assisting in the investigation of criminal offenses and the apprehension of criminals. A police officer, whether on patrol work or on special assignment, works under general supervision of a higher ranking officer. Emergencies require the exercise of sound independent judgment.

**PHYSICAL FITNESS SCREENING TEST:** Candidates must pass the written test in order to qualify to take the physical fitness screening test prescribed by the Municipal Police Training Council (MPTC). Requests for waiver of the MPTC

mandated Physical Fitness Screening Test will not be entertained. Candidates who do not appear for, or who fail any element of the physical fitness portion of the examination when scheduled (except as provided for under the Alternate Test Date Policy) will be eliminated from further testing and consideration for purposes of this competition. Candidates are further advised that appeals of the determinations of the qualified trainer shall not be entertained. The three (3) elements measured in the qualifying physical fitness screening test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. A brief description of the test items used to measure each component (as revised effective 04/23/03) follows:

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

**Push Up** -- This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The requirement is for a number of body repetitions that a candidate must complete without breaks. The requirement is for achievement of a score presenting the fortieth (40) percentile of fitness, depending upon age and sex, reflecting a ratio of weight pressed divided by weight.

**Cardiovascular Activity** – 1.5 mile run. The requirement is for the attainment of a score calculated in minutes and seconds.

**AGE/SEX**

<b>MALE</b>	<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MILE RUN</b>
20-29	38	29	12:29
30-39	35	24	12:53
40-49	29	18	13:50

**FEMALE**

	<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MILE RUN</b>
20-29	32	15	15:05
30-39	25	11	15:56
40-49	20	9	17:11

**RE-TEST PHYSICAL FITNESS POLICY:** Candidates who are successful in the written test but fail the qualifying physical fitness test will be given a second opportunity after six months from the date of their original physical fitness testing to qualify on the agility portion at their written request. Any candidate requesting a retest will be tested at the next scheduled agility as determined by the Middletown Civil Service Commission.

**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 required medical examination. Candidates who fail or 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. The medical requirements will be supplied to candidates who have been successful in the written and physical fitness portions, upon request. A drug-screening test will be conducted as a part of this pre-employment medical screening process.

**WAIVER OF THE MEDICAL SCREENING TESTS:** An MPTC mandated Medical Screening Test administered by the City of Middletown Civil Service Commission in conjunction with this examination will be valid for the life of the resulting eligible list, and may be utilized in conjunction with other Police Entrance Series examinations conducted by the City of Middletown Civil Service in conjunction with a prior examination, or administered by another municipal civil service agency, may be valid for a period of up to one (1) year from the screening test's date of administration. Accordingly, candidates should inquire of the City of Middletown Civil Service Commission as to the potential for waiver of the Medical Screening Test based on previous testing.

**PSYCHOLOGICAL TESTING:** At the appointing authority's discretion, candidates will be subject to psychological testing.

**CHARACTER AND BACKGROUND:** Each potential appointee may be the subject of a thorough background investigation to help determine character and fitness, and also to verify information provided by the applicant. Conviction of a felony will bar an applicant from examination and/or appointment. Conviction of a misdemeanor or other offense may bar participating in examination and appointment.

Applicants may be called upon 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.

**MANDATED TRAINING REQUIREMENTS:** Successful completion of the Municipal Police Training Council's Basic Police Officer Training Course is required for the appointment of a Police Officer to become permanent, as required by Section 209-q of the General Municipal Law.

**MILITARY PERSONNEL:** Section 243-b of Military Law provides that any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity 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 April 29, 2008.

**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. 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.

**WRITTEN TEST:** The written test will be designed to test for 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 tests for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information the Memory Booklet. After the 5-minuted 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.

The rating key for this written test 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 for the Written Test for Police Entrance is available at the New York State website:

[www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) Candidates not having access to a computer or the internet may request a copy of the test guide from the Middletown Civil Service Commission.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION**

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on the application.

**NOTICE TO CANDIDATES:** Your application for this test is part of the examination process. Applications must be completely filled out, with all pertinent information stated. The Civil Service Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet minimum qualifications will be disapproved.

All candidates are required to bring photo identification or employer badge. If you do not have a photo ID, you must provide two documents showing your signature.

**APPLICATION 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 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 can verify eligibility for application 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.

### **AN EQUAL OPPORTUNITY EMPLOYER**

Joseph G. Masi, Civil Service Executive Administrator

Date of Issue: June 1, 2018

**GENERAL INFORMATION  
PLEASE READ CAREFULLY**

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

**APPLICATIONS:** For an application, send a stamped, self-addressed business size #10 envelope to the Middletown Civil Service Commission, 16 James Street, Box 5, Middletown, NY 10940. Applications and announcements are also available at [www.middletown-ny.com](http://www.middletown-ny.com)

**HOW TO APPLY:** The application is part of the testing process: it must be completely filled out, with all pertinent information provided, or disapproval may result. Completed applications should be received no later than the last filing date shown on the front of this announcement. The Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. **THE CIVIL SERVICE COMMISSION DOES NOT REFER TO OTHER APPLICATIONS OR DOCUMENTATION ON FILE FOR ADDITIONAL INFORMATION.** Applications which do not show training and/or experience to meet minimum qualifications will be disapproved. 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 fee as specified on the front of this announcement must accompany your application. Send a **money order, payable to the MIDDLETOWN CIVIL SERVICE COMMISSION. Do not send cash or personal check. As application 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.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 two weeks before the test date, so they can make arrangements for taking all tests at one test site. Provide each jurisdiction with a list of all jurisdictions where you have made an application; indicate by each jurisdiction, the number and title of all examinations for which you have applied and note your preference of examination center.

If you have applied to take a local examination and a **State** examination on the same date, contact the local jurisdiction only, providing the number and title of all examinations for which you have applied. Do not contact the State Department of Civil Service. All examinations for positions in State government will be held at a State examination center.

**SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY:** A make-up test will be available for written, physical agility or any medical exams necessary to be placed on an eligible list for persons who are in the active military. A person eligible for a military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of military order, DD 214, or other official military document that substantiates active military service **PRIOR** to the make-up test.

**REASONABLE ACCOMMODATIONS/SPECIAL ARRANGEMENTS/ALTERNATE TEST DATES/MILITARY PERSONNEL:** If you require reasonable accommodations as a disabled person, or special testing arrangements as a Saturday Sabbath observer, 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, where a year or more of experience is minimally required, a tolerance of one month is allowed in meeting said experiential requirements. Full-time experience is based upon a thirty (30) hour work week. Part-time experience is pro-rated. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications state 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. The Middletown Civil Service Commission may refuse to examine an applicant or, after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list an applicant who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, or who has falsified or misrepresented any information submitted in the application.

**CREDENTIALS:** Photocopies of necessary licenses, certificates, etc. must be submitted to this office prior to the establishment of eligible list, whenever possession of such credentials is required. A photocopy of a degree is acceptable as proof of college education. When a degree has not been earned, or a photocopied diploma cannot be produced, or when a specific major or courses are required, verifiable transcripts are acceptable. Thirty (30) credit hours equal one year of college in evaluating a candidate's qualification.

**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 the 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 DISTRICT:** Per Chapter 180 of the Laws of 2000 and by the Regulations of the Commissioner of Education, to be employed in a position by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education 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 front of this announcement. Lists resulting from promotional 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 VETERAN'S CREDITS WITH EACH APPLICATION FILED. IF A CANDIDATE WISHES TO CLAIM VETERAN'S CREDITS, HE/SHE SHOULD REQUEST AN APPLICATION FOR VETERAN'S CREDITS FROM THE MIDDLETOWN CIVIL SERVICE COMMISSION. IT IS THE CANDIDATE'S RESPONSIBILITY TO PROVIDE ALL PERTINENT INFORMATION, DOCUMENTATION AND PROOF OF WAR SERVICE (DD 214 FORM) IN ORDER TO RECEIVE VETERAN'S CREDITS. ALL COMPLETED FORMS, APPLICATIONS FOR VETERAN'S CREDITS AND YOUR DD 214 FORM MUST BE RECEIVED BEFORE THE ESTABLISHMENT OF THE ELIGIBLE LIST. If you claim credits as a disabled war veteran, you must be certified by the Veteran's Administration as being entitled to receive payments for service-connected disability rate at ten (10) percent or more, incurred during a "Time of War."

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 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 the veteran's credit.

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

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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.

**EQUAL OPPORTUNITY:** Federal and State law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.

**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 exams with the Middletown Civil Service Commission and may be subject to other penalties as prescribed by law.

**For further information:  
Middletown Civil Service Commission  
City Hall, 16 James Street  
Middletown, NY 10940  
[www.middletown-ny.com](http://www.middletown-ny.com)**