

DEPUTY SHERIFF (CIVIL) (OC)
NYS #65-250 RC/EL #19159

A \$30 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **October 19, 2019**; Last filing date **August 28, 2019**

VACANCY: Anticipated in the Rockland County Sheriff's Department.

POSITION EXISTS IN: The Rockland County Sheriff's Department.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The minimum starting salary is \$29.31/hr. for a 40-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is responsible work involving the enforcement of civil actions (e.g. serving of processes and summonses, the execution of legal orders and writs, seizure of real and personal property), and other duties related to the courts and legal procedures. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. All Deputy Sheriffs are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the general supervision of a higher-level Deputy Sheriff (Civil). Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of a high school equivalency diploma and two years of either:

- a. Satisfactory full-time paid work experience (work experience while a full-time high school student is not qualifying); or
- b. Active military service; (Proof of military service - DD214 - Separation from service papers - must be submitted to our department); or
- c. Education beyond high school when enrolled in a minimum of 15 credit hour semester; in evaluating a candidate's qualifications, the equivalent of 30 credit hours equals one year of college; or
- d. Any equivalent combination of (a), (b) and (c) acquired at different periods of time - not concurrently.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than December 19, 2019.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.
2. Minimum physical and medical standards as prescribed by the Municipal Police Training Council of the State of New York. Current specific standards are available from the Examinations Unit of the Department of Personnel.
3. Satisfactory completion of the municipal police basic training program, as required by the General Municipal Law (Section 209-q). See also Rockland County Civil Service Rule XVI, paragraph 10, which provides that the appointment of a police officer shall not become permanent until such training requirements are satisfied.
4. Candidates must be United States citizens by the date of appointment. Citizenship is not necessary for admission to the examination; however, individuals will be restricted from certification for appointment until proof of citizenship is presented.
5. Candidates must not have been convicted of a violation of either the Federal Selective Training and Service Act of 1940 or the Selective Service Act of 1917 (or Selective Service draft act) of the United States.
6. Candidates must be at least 19 years old on or before the date of the examination to be admitted to the written examination for this position. Eligibility for appointment as a Deputy Sheriff (Civil) 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 six 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.
7. Candidates who may be impacted by the maximum age requirement and who are requesting an alternative date (for active military duty, Religious observance) or for an alternate test date situation that meets the conditions of the alternate test date policy are advised to contact the Department of Personnel to discuss their request before the last day of filing.

*Section 58.1 requires applicants not be "more than 35 years of age as of the date when the applicant takes the written exam".

CONDITION OF EMPLOYMENT: Must be legally authorized to possess a firearm throughout the course of employment.

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SUBJECTS OF EXAMINATION:

There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Only those candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment to the position of Deputy Sheriff (Civil) will be scheduled to take the required medical examination, psychological examination and fingerprint check.

-WRITTEN TEST-

1. Advising and interacting with others - These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. Preparing written material - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. Applying written information (laws, rules, regulations, procedures, etc.) in civil law enforcement and court-related situations - These questions test how well you can apply written information, in the form of rules, to given situations similar to those typically encountered by civil law enforcement employees, court attendants, and court security officers. All information needed to answer the questions is contained in the rules, regulations, etc., which are cited.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: "A Guide for the Written Test for Civil Deputies/Court Security" is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>." or the Rockland County Website: www.rocklandgov.com. If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

MEDICAL, PHYSICAL FITNESS, PSYCHOLOGICAL TESTS AND FINGERPRINT CHECK: These qualifying portions will be held at a later date for passing candidates. (The physical fitness test will be administered prior to nomination.) If you pass the written portion, are reachable for appointment and are nominated by the appointing authority, you will be scheduled for a comprehensive medical examination, psychological tests and screening, substance abuse test, and fingerprint check. All candidates must meet the standards adopted by the Rockland County Department of Personnel. Copies of the complete, current standards established by the Municipal Police Training Council may be reviewed at the Rockland County Department of Personnel or on our website: www.rocklandgov.com. An individual should not forego taking the written test or consider himself or herself ineligible for Deputy Sheriff (Civil) employment solely because he or she cannot now meet or may not be able to meet the current standards. The qualifying test standards are subject to change without notice to candidates.

QUALIFYING PHYSICAL FITNESS TESTS: Although these elements may not be directly representative of essential job functions to be performed by a Deputy Sheriff (Civil), such elements measure the candidate's physiological capacity to learn and perform the essential job functions. The Rockland County Department of Personnel reserves the right to charge the candidates a fee for participating in the physical fitness-screening test. The fee schedule established by the Rockland County Department of Personnel for the administration of the physical agility examination is as follows:

\$25.00 for initial physical agility examination
\$15.00 for any candidate who failed the initial physical agility examination
\$40.00 for any candidate who failed to participate in the initial physical agility examination pursuant to our Physical Agility Retest Policy

The Rockland County Department of Personnel reserves the right to amend the fee schedule at any time during the life of the eligible list. All physical agility examination fees are non-refundable.

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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 percentile of physical fitness. If a candidate does not successfully score to the 40th percentile of physical fitness for each of the elements, the candidate shall not be deemed to have successfully completed the physical fitness-screening test. Failure on the physical fitness-screening test will restrict your name from certification on the eligible list until you have successfully completed the physical fitness-screening test. The Rockland County Department of Personnel offers **one** opportunity for a retest who have: Failed the physical fitness test on their first opportunity and who are appealing the disqualification for a second opportunity; **or** who failed to appear for their appointment with a valid excuse and request a second opportunity. Please be aware that the Rockland County Department of Personnel has a strict retest policy regarding the physical fitness-screening test.

The three components measured are muscular endurance, absolute strength and cardiovascular capacity. A brief description of the test items used to measure each component follow:

Sit-up – Muscular Endurance (Core Body) – The score indicated is the number of bent-leg sit-ups performed in one minute.

Push-Up –Muscular Endurance (Upper Body) – The score indicated is the maximum number of full body repetitions that a candidate must complete without breaks in one minute.

1.5 Mile Run – Cardiovascular Capacity – The score indicated is calculated in minutes:seconds. (To be administered only to those candidates who have passed the sit-ups and push-ups.)

AGE/SEX			TEST
MALE	SIT-UP	PUSH-UP	1.5 MILE RUN
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46
FEMALE	SIT-UP	PUSH-UP	1.5 MILE RUN
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	N/A	18:18
60+	6	N/A	20:16

USE OF LIST: The eligible list will be established on the basis of passing scores received on the written test plus any additional veteran credits if applicable. Passing candidates must then pass all qualifying tests as well as receive fingerprint clearance in order to be certified for permanent or contingent permanent appointment from the eligible list. Medical requirements must be met at the time of the medical examination and at the time of appointment. Appointments are made by the selection of an eligible whose final rating in the test is equal to or higher than the rating of the third highest ranking eligible on the list willing to accept the appointment at the time of canvass.

SPECIAL MILITARY LISTS:

New York State Military Law Section 243(7) states: “While on military duty, any candidate whose name is on a list shall retain his/her rights and status on the list pursuant to Section 243(7) of the Military Law. If reached for certification while on military duty, the candidate’s name must be placed on a special eligible list, if requested following termination of military duty and if the list in question is still in existence. The veteran’s name remains on the special eligible list for up to two years from the termination of military duty.”

New York State Military Law Section 243(7-b) states: “A candidate who has already passed part of an examination but has been unable to complete the remaining parts of the examination due to military duty must be given the opportunity to complete the examination. The eligible list resulting from the original holding need not be in existence. If the candidate passes the remaining parts of the examination, his/her name must be placed on the original list if it is still in existence. If the candidate’s name would have been reached for certification on the original list any time between entry into military duty and notification of passing the examination, his/her name must also be placed on a special eligible list. The special eligible list shall remain in effect for two years from the date the service member’s name is added to the list. The special eligible list must be certified before any open-competitive or promotion list.”

A Special Military Eligible List must be certified to the appropriate appointing authority first prior to the current open-competitive eligible list.

Appointment from a Special Military Eligible List is not mandatory unless the list contains the names of three or more acceptors for a position filled from the list.

BACKGROUND INVESTIGATION:

Prior conduct and behavior as well as general reputation in the community will be reviewed to determine fitness of character. **CONVICTION OF A FELONY WILL BAR YOU FROM EXAMINATION AND APPOINTMENT; CONVICTION OF A MISDEMEANOR OR OTHER OFFENSES MAY SO BAR YOU.** Military service, education and prior work experience are all subject to investigation and verification. False statements made on the application form may constitute a criminal offense and would likely cause removal from the position upon discovery.

SPECIAL ARRANGEMENTS: Candidates, who for religious reasons, cannot be tested on Saturday must indicate this information on their application. All other requests for alternate test dates (including special testing arrangements for active military members) must be submitted at least two weeks prior to the examination date. The requests will be reviewed on a case-by-case basis for compliance with our rather strict Alternate Test Date Guidelines. Applicants with disabilities who require special accommodations should contact our department by the close of the filing period.

MILITARY MAKE-UP EXAMINATIONS:

New York State Military Law Section 243-b(1) states: “Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.”

A candidate eligible for a military make-up test does not have to wait until discharge from active duty to take the test. Completing the examination at the earliest possible opportunity is advisable, since candidates who pass a military make-up examination can only have their scores added to the existing eligible list for the examination in which the individual was originally unable to participate.

Each approved applicant requesting a military make-up examination will be sent a letter explaining the terms and conditions under which the military make-up examination will be given.

A military make-up examination is not limited to written tests. If an applicant was unable to appear for a medical, physical agility, performance, psychological or any other type of examination, then he/she would be entitled to a make-up examination.

VETERAN’S CREDITS: Eligible disabled or non-disabled war veterans may have ten or five points, respectively, added to their earned passing score on the open-competitive examination. You should request our “Information on Veteran’s Credits Form” for details on how to apply and exact dates of war service. This form is also available on our website: www.rocklandgov.com. Veterans or disabled veterans who are eligible for additional credit must make their request for additional credits on the application for examination and must attach a copy of their DD214 Separation from Service Papers. 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 credits on 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 eligible 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.

Effective September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points on 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 last date to file to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Effective January 1, 2014, Article 5, Section 6 of the New York State Constitution was amended to entitle veterans who have used non-disabled veteran credits for a civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment provides additional veteran credits to veterans who:

1. Used non-disabled veterans credits to obtain a civil service appointment or promotion with New York State or local government; and
2. Subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law.

Such candidate shall be entitled to 10 additional credits on civil service examinations, minus the number of credits already used for the prior appointment.

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SPECIAL NOTES:

- 1. Accepted candidates will be notified by e-mail at least one week prior to the test date of where to appear for the examination. If you do not receive notification, call or e-mail our department at (845) 364-3737 or RCExams@co.rockland.ny.us immediately. If an application is rejected, notice will be sent to the candidate as soon as possible.
- 2. The eligible list established as a result of this test will remain in existence for a maximum of four years.
- 3. New York State Law requires that each passing candidate be subject to a mandatory search of the criminal history records of the Division of Criminal Justice Services for the purpose of disclosing the existence of any possible disqualifying criminal record. Consequently, prior to permanent appointment, passing eligibles will be scheduled for a fingerprint check. At that time, pursuant to Chapter 548 of the Laws of 1976, the Division of Criminal Justice Services requires each request for such search be accompanied by a fee of \$76.25 (subject to change), to be submitted by the appointee. The refusal of the appointee to submit such required fee shall, in itself, constitute a declination of valid offer of appointment.
- 4. Applications postmarked or received in our department after midnight on August 28, 2019 may not be considered eligible for this examination.
- 5. Candidates who fail the examination or who fail to appear for any portion(s) of the test as scheduled, will be eliminated from further consideration for purposes of this competition.
- 6. In case of adverse weather conditions, candidates should not call this office or the school. The following radio stations will broadcast notice of cancellation or postponement between the hours of 6:00 a.m. and 8:30 a.m.

<u>STATION</u>	<u>NUMBER</u>
WHUD	FM-100.7
WRCR	AM-1700

EQUAL OPPORTUNITY: It is the policy of the Rockland County Department of Personnel to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, military status or other legally protected status, unless based upon a bona fide occupational qualification or other exception. Military personnel or Saturday religious observers who need special testing arrangements must note this on their applications. In addition, it is our policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities. Persons with disabilities who require reasonable accommodations and reasonable modifications (e.g. braille booklet, amanuensis, reader, sign language interpreter, extra time, etc.) must make the request on their application.

ADMISSION TO EXAMINATIONS: If you have filed for an examination and do not receive a notice within three days of the date of examination, it is your responsibility to call this office immediately. Notice to appear for the test will be conditional since final review of applications for all requirements may not be made until after the written test. **You will not be admitted to the examination site without official notice nor more than one half hour after the scheduled starting time indicated on the admission notice.** Have your Social Security Number available at the examination center. You must bring your driver’s license or other photo identification with you.

Date Issued: 7/31/19