

**POLICE OFFICER (SPANISH SPEAKING)/PATROL OFFICER (SPANISH  
SPEAKING) (OC)**

**NYS #64-482 RC/EL #20084**

Examination to be held **SEPTEMBER 26, 2020**; Last Filing Date **JULY 15, 2020**

**A \$30 non-refundable application filing fee is required. The fee must be submitted with your application and must be received in our office by JULY 15, 2020. Make check or money order payable to the Rockland County Commissioner of Finance. Cash will not be accepted.**

**VACANCIES:** The eligible list resulting from this examination will be used to fill future vacancies in the title of Police Officer (Spanish Speaking) and Police Officer (Spanish Speaking) (Part Time) in the Towns of Haverstraw, Orangetown, Ramapo and Stony Point and the Village of Spring Valley. The eligible list resulting from this examination may also be used to fill future vacancies in the Towns and Villages within Rockland County should the position be established. The eligible list resulting from this examination may also be used to fill future vacancies in the title of Patrol Officer (Spanish Speaking) in the Rockland County Sheriff's Department should the position be established. Appointments from this list will not be made until the current Police Officer (Spanish Speaking) and Patrol Officer (Spanish Speaking) Eligible Lists expires.

**SALARY:** The starting salary for Patrol Officer (Spanish Speaking) is \$51,213.00 annually for a 40-hour-work-week with the Rockland County Sheriff's Department. Salaries for Police Officer (Spanish Speaking) are set by each town and village. Some contracts may be under negotiations. Below are the current starting salaries but budgetary conditions may make it necessary to certify at higher or lower salaries than those announced. Salary will vary in other locations should a position be established.

**Town Salaries for a 40-hour-work-week**

Haverstraw	\$56,499.00 annually – With/Without Police Academy Certification
Orangetown	\$47,516.00 annually – Without Police Academy Certification
	\$52,150.00 annually – With Police Academy Certification
Ramapo	\$50,658.00 annually – Without Police Academy Certification
	\$54,086.00 annually – With Police Academy Certification
Stony Point	\$54,532.61 annually – With/Without Police Academy Certification

**Village Salaries for a 40-hour-work-week**

Spring Valley	\$58,733.85 annually – Without Police Academy Certification
	\$64,607.58 annually – With Police Academy Certification

**Town/Village Salaries for Police Officer (Spanish Speaking) (Part Time)**

Haverstraw	\$24.34 /hr.
Ramapo	\$22.88 /hr.
Stony Point	\$28.10 /hr.
Spring Valley	\$30.00 /hr.

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**WHAT THE JOB IS LIKE POLICE OFFICER (SPANISH SPEAKING):** This is primarily routine patrol work but requiring personal responsibility for the enforcement of laws and the protection of lives and property. Emergencies require the exercise of sound independent judgment. The work is distinguished from that of a Police Officer in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency Level II. The work is performed in accordance with specific regulations and procedures and under the supervision of an officer of higher rank. Does related work as required.

**WHAT THE JOB IS LIKE PATROL OFFICER (SPANISH SPEAKING):** This is primarily routine patrol work, but emergencies require the exercise of sound independent judgment. The work is distinguished from that of a Patrol Officer in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency Level II. Incumbents in this position are sworn Deputy Sheriff's as defined in the New York State Criminal Procedure Law. All Patrol Officers (Spanish Speaking) are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed in accordance with specific regulations and procedures and under the supervision of an officer of higher rank. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must possess a high school diploma, a high school equivalency diploma or an Armed Forces GED (a high school equivalency diploma from any State or an Armed Forces GED (high school level) will be acceptable) 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 hours per semester. In evaluating a candidate's qualifications, the equivalent of 30 credit hours equals one year of college. (Your official college transcripts must be forwarded directly from your college to our department by November 26, 2020); or
- d. Any equivalent combination of (a), (b), and (c) acquired at different periods of time – not concurrently.

**CREDENTIALS:** If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than November 26, 2020. Student transcripts are not acceptable. Your college degree and/or college credits must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of 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 information is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com). You must pay the required evaluation fee.

**SPANISH SPEAKING NOTE:** Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Local Examinations Division of the New York State Department of Civil Service) which requires the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g., technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possess adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper; correspondence and official documents.

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**LICENSE REQUIREMENTS:** Candidates must possess a valid New York State Driver license at the time of appointment. Maintenance of a valid license is required for retention of employment.

**SPECIAL REQUIREMENT:** It shall be the responsibility of any municipality which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

**SPECIAL FIREARM REQUIREMENT FOR PATROL OFFICER (SPANISH SPEAKING):** Appointed applicants are required to carry firearms and must qualify to do so as a condition for permanent appointment and retention of employment. Conviction of a misdemeanor crime of domestic violence would disqualify an applicant from appointment or, if so convicted after appointment, from retention of the position of Patrol Officer (Spanish Speaking). It shall be the responsibility of the Sheriff's Department which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

**RESIDENCE REQUIREMENTS FOR POLICE OFFICER (SPANISH SPEAKING):** If you are not a legal resident of Rockland County by the examination date, there may be limited opportunity from this list inasmuch as the names of local eligibles may be certified first to towns and villages on the basis of local residence in accordance with Civil Service Law. When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must be at the time of certification, and for at least 60 days prior to such certification, a resident of the municipality in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

Candidates for this examination must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess\*, Sullivan\*, Ulster\*, Nassau\*, Suffolk\*, Bronx\*, New York\* or Queens\* Counties as of the examination date and must reside in one of these counties at the time of appointment. Residence in New York State for at least one year and in one of the foregoing counties for at least six months at the time of appointment is required. Candidates not having this required length of residence in the State will be admitted to the examination, but not certified for appointment until this requirement is met. Candidates who at the time of examination reside in a county starred (\*) above will be eligible for appointment only in those town or village police forces for which they would qualify under the provisions of Subdivision 2, Section 3 of the Public Officers Law. A chart is available at the Rockland County Department of Personnel and at the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).

**RESIDENCE REQUIREMENTS FOR POLICE OFFICER (SPANISH SPEAKING) - TOWN OF RAMAPO ONLY:** The Town of Ramapo has amended Chapter 37 of the revised code of the Town of Ramapo to add a new Article V establishing residency requirements for Police Officers in the Town of Ramapo. In order for potential candidates to meet the residency requirements for Police Officers in the Town of Ramapo, they must meet the Residency Requirement of Article V, Section 38.10, which reads: "The person or persons holding the position of a Town of Ramapo Police Officer at the same time of the initial administration of the Oath of Office as a Police Officer in the Town of Ramapo, shall have been a Town of Ramapo resident for at least one year immediately before taking said initial Oath of Office and shall be required to remain a Town of Ramapo resident at all times for at least two years after taking said initial Oath of Office as a Town of Ramapo Police Officer. Nothing herein shall preclude the Town of Ramapo from hiring those applicants from special lists lawfully established from time to time by the Rockland County Department of Personnel for necessary individuals with specific language skills without regard to the aforesaid residency requirements. The terms "resident" and "residency" as used in this Section shall be the same as defined as a "residence" under New York State Election Law Section 1-104(22)."

**RESIDENCE REQUIREMENTS FOR PATROL OFFICER (SPANISH SPEAKING):** You must be a legal resident of Rockland County in order to be eligible to be certified out to the Rockland County Sheriff's Department. When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must be at the time of certification, and for at least 60 days prior to such certification, a resident of the municipality in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment. Eligibles must remain a New York State resident to retain employment.

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**SPECIAL AGE REQUIREMENTS:** Candidates must be at least 19 years old on or before September 26, 2020 to be admitted to the written test. Eligibility for appointment as a Police Officer (Spanish Speaking) or Patrol Officer (Spanish Speaking) begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the September 26, 2020 written examination are not qualified except as follows:\* Candidates may have a period of military duty or terminal leave, up to seven 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.

\*Section 58.1(a) requires that applicants not be “more than thirty-five years of age as of the date when the applicant takes the written examination...”. Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Religious Observance or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact our department to discuss their request before the last filing date.

**CITIZENSHIP REQUIREMENT:** Candidates must be United States citizens by the date of appointment. It is not necessary for admission to the examination. Individuals will be restricted from certification for appointment until proof of citizenship is presented to our department.

**PUBLIC OFFICER REQUIREMENT:** At the time of appointment, candidates must be a citizen of the United States and must not have been convicted of a violation of either the federal selective training and service act or the selective draft act of the United States.

**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. Candidates who pass the physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination, psychological examination, oral examination and fingerprint check.

**WRITTEN TEST:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **LANGUAGE FLUENCY** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
2. **INFORMATION ORDERING AND LANGUAGE SEQUENCING** – These questions test for the ability to properly identify the sequence or order of events, and/or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
3. **PROBLEM SENSITIVITY & REASONING** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
4. **SELECTIVE ATTENTION** – These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or numbers that matches exactly.

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5. **VISUALIZATION** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
6. **SPATIAL ORIENTATION** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route from one point to another.
7. **SITUATIONAL JUDGMENT** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

**P.E.R.C. STATEMENT** – The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the NYS Association of PBAs, Inc., the NYS Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

**ORAL PERFORMANCE TEST:** The qualifying Spanish-Speaking Language Oral Proficiency Test is designed to evaluate the candidate's proficiency in the Spanish language at a Level II. Only candidates nominated for the position will be called to take part in this qualifying portion of the examination **to be held at a later date**. This Language Oral Proficiency Test is held on a pass/fail basis. The qualifying oral language proficiency test will be waived for candidates who have previously passed an oral test at the required proficiency level given under the direction of this department or in any local jurisdiction in New York State within the past five years. **If you wish a waiver of the oral portion, submit a request within thirty days of the written test to our department indicating the title, number of the test and the jurisdiction for which it was held.**

**STUDY GUIDE AVAILABLE:** A NEW Guide to the Written Test for the Entry-Level Law Enforcement Officer Series is available at the New York State Department of Civil Service Website: [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) or the Rockland County Department of Personnel Website: [www.rocklandgov.com](http://www.rocklandgov.com). You may write, call or email the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, New York 10970, (845) 364-3737, email: [RCExams@co.rockland.ny.us](mailto:RCExams@co.rockland.ny.us) to obtain a copy

**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. Local eligible residents may be certified first to towns and villages in Rockland County for the title of Police Officer (Spanish Speaking) or Police Officer (Spanish Speaking) (Part Time) and only residents of Rockland County will be certified to the title of Patrol Officer (Spanish Speaking).

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**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 list is not mandatory unless the list contains the names of three or more acceptors for a position filled from the list.

**TRAINING REQUIREMENT:** Individuals must satisfactorily complete the Municipal Police Basic Training Program (as required by Section 209-q of the General Municipal Law). See also Rockland County Civil Service Rule XVI, paragraph 10, which provides that the appointment of a Police Officer (Spanish Speaking), Police Officer (Spanish Speaking) (Part Time) or Patrol Officer (Spanish Speaking), shall not become permanent until such training requirements are satisfied.

**MEDICAL, PHYSICAL FITNESS, PSYCHOLOGICAL TESTS, ORAL EXAMINATION 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 then be scheduled for a comprehensive medical examination, psychological tests and screening, substance abuse test, oral examination 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](http://www.rocklandgov.com). An individual should not forego taking the written test or consider himself or herself ineligible for Police Officer (Spanish Speaking) or Patrol Officer (Spanish Speaking) 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 TEST:** Although these elements may not be directly representative of essential job functions to be performed by an entry-level Police Officer (Spanish Speaking) or Patrol Officer (Spanish Speaking), such elements do 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

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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.

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 40<sup>th</sup> 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 of 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 for those who have: Failed the physical fitness-screening 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 (core body), muscular endurance (upper body) and cardiovascular capacity. A brief description of the test items used to measure each component are as follows:

**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 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
AGE/SEX 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

**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 offense 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.



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**CROSS FILER STATEMENT:** If you have applied for or will be applying for any other civil service examination to be given on the same test date for employment with New York State or any local government jurisdiction excluding New York City, **you must make arrangements to take all the examinations at one test site.** If you have applied for both State and Local government examinations, you must take all your tests at the STATE examination center. You must notify, in writing, the Rockland County Department of Personnel that you have applied for a State examination no later than three weeks before the test date. If you have applied only for other Local government examinations, you must notify, in writing, the Rockland County Department of Personnel that you have applied for other local government tests no later than three weeks before the test date. You must also notify, along with the Rockland County Department of Personnel, all Local government civil service agencies with whom you have filed any application and been approved, of the test site at which you wish to take your examinations. In order to make these arrangements, you must complete a "Cross Filer" form and submit it to our office no later than three weeks prior to the examination date. The "Cross Filer" form is available on our website at [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have internet access, you may write or call our department at the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, New York 10970, (845) 364-3737 to obtain the form.

**APPLICATION FILING FEE:** A \$30 **non-refundable** application filing fee is required for each separately numbered uniformed examination for which you apply. The fee must be submitted with your application(s) and must be received in the Rockland County Department of Personnel by the **Last Filing Date of JULY 15, 2020.** If submitting a paper application, make check or money order payable to the Rockland County Commissioner of Finance. Write your name, last four digits of your social security number and the examination number(s) on the check or money order. **Cash will not be accepted.** Application filing fees are non-refundable. We urge you to compare your qualifications carefully with the minimum qualifications indicated on this examination announcement and file only if you are clearly qualified and intend to take the examination. If you are disqualified from or fail to appear for the examination **your fee is not refunded.** If your application is received without the required fee, your application **will be disapproved.** Should you wish to appeal that disqualification, you must submit the required fee to the Rockland County Department of Personnel within five (5) business days from the date of the disapproval letter. There is a \$15.00 charge for returned checks.

**APPLICATION FILING FEE WAIVER:** Application filing fee may be waived for those candidates who are unemployed and primarily responsible for the support of a 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 filing fee waivers 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 of JULY 15, 2020.** Waiver forms can be obtained from the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, New York 10970, (845) 364-3737 or on the web at [www.rocklandgov.com](http://www.rocklandgov.com).

**APPLICATION FORMS:** Candidates must submit a Rockland County application to our department by **JULY 15, 2020.** Applications are available for pick-up at the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, New York 10970. Applications are available at the Rockland County Website: [www.rocklandgov.com](http://www.rocklandgov.com), where you can apply on-line. Applications are also available at all local police departments and the Rockland County Sheriff's Department. It is the applicants' responsibility to verify that the application form is received in our department or postmarked by **JULY 15, 2020.** If applying by mail, completed applications must be postmarked no later than the last filing of **JULY 15, 2020.** If applying in person, completed applications must be received in the Rockland County Department of Personnel no later than 5:00 p.m. on the last filing date of **JULY 15, 2020.** If applying on-line, completed applications must be submitted by 11:59 p.m. on the last filing date of **JULY 15, 2020.** **Applications faxed or e-mailed to this office will not be accepted.** The Rockland County Department of Personnel reserves the right to accept or reject applications received after the last filing date. Applicants are advised to use certified mail, return receipt requested, because we cannot acknowledge receipt of applications. If you have questions, contact our Examination's Unit at (845) 364-3737.



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All communications and correspondence (i.e. Eligibility Notice, Admission Notice, Notice of Results, etc.) in regard to civil service examinations will be done through e-mail. Candidates applying for this civil service examination must make sure to enter their e-mail address accurately on their application and if their e-mail address has changed, to notify our office immediately. (Change of Address Forms are on our website at [www.rocklandgov.com](http://www.rocklandgov.com))

The applicant should make sure that every item is answered and that the application is complete in all respects, including number and title of examination. We do not acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or be informed of the reason for disqualification.

**SPECIAL ARRANGEMENTS:** Candidates, who for religious reasons, cannot be tested on **Saturday, September 26, 2020**, 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 three 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 **last filing date of JULY 15, 2020**.

**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 from 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 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 the medical, physical agility, 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](http://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 of JULY 15, 2020 to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**POLICE OFFICER (SPANISH SPEAKING)/PATROL OFFICER (SPANISH SPEAKING) (OC) #64-482**  
**(CONTINUED)**

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.

**SPECIAL NOTES:**

1. Accepted candidates will be notified by e-mail at least one week prior to the test date and where to appear for the examination. If you do not receive notification the week prior to the examination on September 26, 2020, call or e-mail our department at (845) 364-3737 or [RCExams@co.rockland.ny.us](mailto: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, a passing eligible 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 a required fee shall, in itself, constitute a declination of a valid offer of appointment.
4. Applications postmarked or received in our department after midnight, Eastern Standard Time of the **Last Filing Date of JULY 15, 2020** 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 department or the test site. The following radio stations will broadcast notice of cancellation or postponement between the hours of 6:00 a.m. and 8:30 a.m. on the date of the examination.

**RADIO STATION**

**WHUD**

**WRCR**

**NUMBER**

**FM – 100.7**

**AM – 1300**

Candidates may also check our website: [www.rocklandgov.com](http://www.rocklandgov.com) for any notice of cancellation or postponement.

7. Please note that the Rockland County Department of Personnel has issued this examination announcement earlier than other local jurisdictions. If you are considering applying for the police officer examination with other local jurisdictions, you must complete a “Cross Filer” form.

**POLICE OFFICER (SPANISH SPEAKING)/PATROL OFFICER (SPANISH SPEAKING) (OC) #64-482**  
**(CONTINUED)**

**ADDITIONAL NOTES**

**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 license or other photo identification with you.

**RATINGS AND REVIEW:** When the written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Tests are rated on a scale of 100 with the pass point of 70.0. You must pass the written test as a whole along with the oral and practical tests, if any.

**Civil Service is an Equal Opportunity/Affirmative Action Employer.**

**THE LAST DATE FOR FILING IS July 15, 2020**  
**NO EXCEPTIONS**

**Date Issued: March 13, 2020**