

**AMENDED**  
**PATROL LIEUTENANT (PROM)**  
**NYS #72-893 RC/EL #21112**

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 16, 2021**; Last filing date **September 08, 2021**

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

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is supervisory work of a complex nature involving directing the activities of the Sheriff's Patrol on a shift or directing a specialized unit or activity as assigned by the Chief of Patrol. Supervision is exercised over Patrol Officers and Patrol Sergeants directly or by inspection and reports. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. All Patrol Lieutenants are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed according to regulations and under the general supervision of the Chief of Patrol. Does related work as required.

**MINIMUM QUALIFICATIONS:** You must be currently employed by the **Rockland County Sheriff's Department** and have, immediately preceding the examination date, two (2) years of permanent competitive class status there as a Patrol Sergeant.

**SPECIAL REQUIREMENT:** 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.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date. Any other outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. **Law enforcement methods and practices** - These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.
2. **New York State Laws – Police** - These questions test for knowledge of the laws in effect on January 1, 2021 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
3. **Preparing written material in a police setting** - These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order for the sentences.
4. **Understanding and interpreting written material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
5. **Planning, supervising and administering police programs and activities** - These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

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

**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 New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

**STUDY GUIDE AVAILABLE:** A Guide for the Written Test for **Second- and Third-Line Police Supervisors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>, or the Rockland County Website: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970 (845) 364-3737 to obtain a copy.

**Date Issued: 08/06/2021**

**Amended Date Issued: 08/13/2021**