

**POLICE SERGEANT (PROM)**  
**NYS #79-597 RC/EL #23130**

Examination to be held **June 10, 2023**; Last filing date **May 30, 2023**

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**VACANCIES:** Exist in **Town of Haverstraw** and anticipated in **Village of Spring Valley**.

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 law enforcement work involving responsibility for the police work of officers and for the performance of specialized, technical police work of a varied nature. Supervision is exercised over Police Officers either directly or by inspection and review of patrol reports and may be exercised over non-law enforcement personnel. All Police Sergeants are required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed according to regulations and procedures under the general supervision of an officer of higher rank. Does related work as required.

**In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** You must be currently employed by **Town of Haverstraw** or **Village of Spring Valley** and have three (3) years of permanent competitive class status as a Police Officer or Police Officer with any parenthetical language designation (e.g., Spanish-Speaking, French/Creole-Speaking, Yiddish-Speaking, etc.), immediately preceding the examination date, in the jurisdiction where you are currently employed.

**SPECIAL REQUIREMENTS:**

1. Completion of a course in Police Supervision as required by the Municipal Police Training Council must be completed within the timeframe prescribed by Section 209-q of the General Municipal Law and prior to completion of the probationary period.
2. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
3. **Public Officer Requirements:**
  - A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States.
  - B. Residence: As specifically set forth in the Public Officers Law (Section 3). Additionally, some jurisdictions require residence therein or within certain geographical limits.
4. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

**NOTE:** Any 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.

**POLICE SERGEANT (PROM) #79-597 (CONTINUED)**

**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. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
3. 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.
4. Preparing Written Material in a Police Setting – These questions test for the ability to prepare the types of reports that police personnel write. 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 of the sentences.
5. New York State Laws - Police – These questions test for knowledge of the laws in effect on January 1, 2023 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.

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

**STUDY GUIDE AVAILABLE:** A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <http://rocklandgov.com/departments/personnel/>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or [RCEXAMS@co.rockland.ny.us](mailto:RCEXAMS@co.rockland.ny.us).

**Date Issued: 05/02/2023**