

CORRECTION OFFICER (OC)
NYS #88-372 RC/EL #24173

Last date to file for Training and Experience Rating is **June 17, 2024**

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 /examination process. 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.**

POSITION EXISTS IN: The Rockland County Sheriff's Office. The eligible list resulting from this examination will be used to fill future vacancies in the title of Correction Officer in the Rockland County Sheriff's Office. Appointments from this list will not be made until the current Correction Officer list expires.

RESIDENCE REQUIREMENTS: 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. Eligibles must remain a New York State resident to retain employment.

SALARY: The starting salary is \$28.26/hr. for a 40-hour-work week with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This work involves responsibility for the custody, security, and general welfare of incarcerated individuals in the County correctional facility during an assigned shift. The work also involves specific responsibility for guarding incarcerated individuals, enforcing federal, state and local rules and regulations, supervising a variety of incarcerated individual activities, maintaining order and may also involve the physical restraint of incarcerated individuals as needed. Incumbents in this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. All Correction Officers are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the direct supervision of a Correction Sergeant. Does related work as required.

When completing the application, your description of experience 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: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and either:

- a. Two (2) years of paid work experience*, or two (2) years of active military service or a combination of the two; or
- b. An Associate's degree or equivalent college credits (minimum of sixty (60) credits); or
- c. Completion of thirty (30) credit hours and one (1) year of paid work experience*, active military service or a combination of the two.

*Work experience while a full-time high school student is not qualifying.

SPECIAL REQUIREMENTS:

1. 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.
2. Prior to appointment, candidates must meet minimum physical, medical, and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
3. Prior to appointment, candidates must successfully complete a pre-employment drug screen, background and fingerprint check and have no record of a felony conviction. A misdemeanor conviction may bar appointment.
4. Candidates must be at least age 20 at the time of appointment.
5. Satisfactory completion of a training course as required by Section 45(9) of Correction Law.
6. **Public Officer Requirements:**
 - A. In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency.
 - B. Residence: Candidates for this examination must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess, 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. Eligibles must remain a New York State resident to retain employment.
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

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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 at rcexams@co.rockland.ny.us no later than ten (10) days after the last filing date, June 27, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than ten (10) days 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.

This examination will consist of two parts:

- A. A scored Training and Experience Questionnaire; and
- B. A qualifying Physical Fitness Test.

A. SUBJECT OF EXAMINATION: There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must complete an examination application and return it to the **Rockland County Department of Personnel** on or before the last filing date of **June 17, 2024**. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. The Training and Experience (T&E) Questionnaire will be available July 2024, and approved candidates will be required to complete and submit this questionnaire between **July 1, 2024 and midnight, July 31, 2024**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **June 17, 2024**.

Candidates who fail to submit their questionnaire by 11:59 PM EST, July 31, 2024 will not receive a score and not be added to the resulting eligible list.

IMPORTANT: The training and experience questionnaire will be available on the Internet. Instructions for completing the questionnaire will be emailed to all approved candidates after the last filing date of this examination. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receipt of your approval letter. Our office will then make arrangements to have you use one of the Rockland County Department of Personnel computers.

NOTE: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

B. QUALIFYING PHYSICAL FITNESS TESTS: Although these elements may not be directly representative of essential job functions to be performed by a Correction Officer, such elements have been determined by the Municipal Police Training Council to measure the candidate's physiological capacity to learn and perform the essential job functions. An individual should not forego taking the written test or consider himself or herself ineligible for Correction Officer 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. The Rockland County Department of Personnel reserves the right to charge the candidates a fee for participating in the physical fitness-screening test.

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 40th 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 the candidate from certification on the eligible list until and unless the candidate has successfully completed the physical fitness screening test during a second attempt opportunity. The qualifying test standards are subject to change without notice to candidates.

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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

MEDICAL, PSYCHOLOGICAL TESTS AND FINGERPRINT CHECK: If you receive a passing score on the Training and Experience Questionnaire and physical fitness portions of the examination, are reachable for appointment and are given a conditional offer of employment to the position of Correction Officer, you will be scheduled for a comprehensive medical examination, including a drug and alcohol screening, psychological test and screening, and fingerprint check. All candidates must meet the standards established by the Rockland County Department of Personnel and the Municipal Police Training Council. Copies of the complete, current standards established by the Municipal Police Training Council may be reviewed at the Rockland County Department of Personnel website: www.rocklandcountyny.gov. The qualifying test standards are subject to change without notice to candidates.

BACKGROUND INVESTIGATION: 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. 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.** False statements made on the application form may constitute a criminal offense and would likely cause removal from the position upon discovery. Military service, education and prior work experience are all subject to investigation and verification.

TRAINING: The training course required by Section 45(9) of the Correction Law must be satisfactorily completed during the probationary period following permanent appointment.

USE OF LIST: The eligible list will be established on the basis of passing scores received on the Training and Experience Questionnaire 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.”

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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.

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.

New York State Military Law Section 243-b (2) states: “Any member of the armed forces, who because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination shall be given a special military make-up exam. The make-up examination is to be administrated under the terms and conditions set by the State Department of Civil Service or municipal civil service agency.”

New York State Military Law Section 243-b (3) states: “Any member of the armed forces who, because of active military duty other than for training purposes, missed the application deadline for a scheduled examination and who returns from such duty prior to the administration of such examination shall be granted a waiver of the application requirement and be allowed to compete in the examination. A candidate who failed to file a timely application due to military duty is not necessarily entitled to be tested on a walk-in basis. Even if the candidate is available on the scheduled test date, he or she may be required to compete according to alternate test date procedures.”

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.rocklandcountyny.gov.** 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 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 veteran’s 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.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Civil Service is an Equal Opportunity/Affirmative Action Employer.