



**POLICE CAPTAIN (PROM)**  
**NYS #75574010 RC/EL #24195010**

Examination to be held **November 9, 2024**; Last filing date **October 7, 2024**

A \$30 non-refundable application filing fee is required. 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 and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**PARTICIPATING AGENCY:** Town of Orangetown.

**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 a professional law enforcement position operating in a high-level supervisory and administrative capacity which involves responsibility for assisting in the direction and administration of the operations of a police department and serving as the commanding officer of a department in the absence of the Police Chief. The work involves the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and administrative policies of the Department. Sound independent judgment is expected in both emergency and routine situations. The work is performed according to regulations and under the general supervision of the Police Chief. Supervision is exercised over a number of police personnel, including Police Lieutenants, Police Sergeants and Police Officers and may be exercised over non-law enforcement personnel. All Police Captains are required to carry a firearm and other necessary equipment (e.g., handcuffs). 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:** You must be currently employed by Town of Orangetown and have one (1) year of permanent full-time competitive class status as a Police Lieutenant, immediately preceding the examination date.

**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. **Public Officer Requirements:** 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; some jurisdictions may require residency therein or within certain geographic limits.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

**ALL 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.

**SEE NEXT PAGE**

**POLICE CAPTAIN (PROM) #75574010 (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. 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.
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**

**TEST GUIDE:** 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 Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. 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: 09/10/2024**