



POLICE CHIEF (TYPE C DEPARTMENT) (PROM)
NYS #70019830 RC/EL #26011010

Examination to be held **February 28, 2026**; Last filing date **January 29, 2026**

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

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 AGENCIES: Town of Clarkstown and 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 a professional law enforcement position operating in a high-level supervisory and administrative capacity responsible for all police functions in a given municipality, which may also include personal participation in various police activities functions depending on the size of the department. 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. The position requires the ability to plan and direct the work of law enforcement activities, and to maintain high standards and morale throughout the department. General direction is exercised by the Town or Village Board and administrative supervision is exercised over a number of police personnel, including Police Captains, Police Lieutenants, Police Sergeants and Police Officers and may be exercised over non-law enforcement personnel. All Police Chiefs 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:

1. You must be currently employed by the **Town of Clarkstown** and have one (1) year of permanent competitive class status there as a Police Captain or two (2) years of permanent competitive class status there as a Police Lieutenant immediately preceding the examination date; **or**
2. You must be currently employed by the **Village of Spring Valley** and have one (1) year of permanent competitive class status there as a Police Lieutenant immediately preceding the examination date.

NOTES:

1. The required experience as outlined above must have been on a full-time basis.
2. If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

SPECIAL NOTES:

1. Eligibility for reassignment or transfer from or to this position will be governed by the State Department of Civil Service and based in part on the nature of the position involved and in part on the contents of qualifying examinations.
2. The State Department of Civil Service has classified police departments into three types according to their size and staffing pattern. Candidates for Police Chief are currently given different examinations depending upon which of the three types their department falls into. Type A comprises Village of Piermont; Type B comprises Town of Stony Point and Village of Suffern; Type C comprises Town of Clarkstown, Town of Haverstraw, Town of Orangetown, Town of Ramapo and Village of Spring Valley. The examinations for each type are not deemed comparable to the others.

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.

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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.

SUBJECT OF WRITTEN EXAMINATION:

1. Knowledge of Law Enforcement Methods, Practices, and Procedures – 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. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.
2. Knowledge of New York State Laws - Criminal – These questions test the candidates' knowledge of the laws in effect on January 1, 2026. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include 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. Police Administrative Supervision and Administration – These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.
4. Job Simulation Exercises in Police Administration – This job simulation exercise will cover such areas as: human resources management, prioritizing, problem-solving, public relations, and police procedure.
5. 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.
6. 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.
7. Job Simulation Exercise in Police Command – This job simulation exercise will cover such areas as: management of operations, decision-making under pressure, public relations, and police procedure.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

TEST GUIDE: A Guide for the Written Test for **Police Chief/Assistant Chief** 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.

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