Rockland County
PERSONNEL

# CORRECTION OFFICER (OC)
# NYS #60074830 RC/EL #27003010

**Training and Experience Questionnaire Period: January 2027; Last Filing Date: December 11, 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.**

**POSITION EXISTS IN**: Rockland County Sheriff's Department.

**RESIDENCY REQUIREMENT**: Candidates must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess, Sullivan, Ulster, Nassau, Suffolk, Bronx, New York, or Queens counties at the time of application submission for the examination 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 $30.73 per hour for a 40-hour workweek 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, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.**

**MINIMUM QUALIFICATIONS**: At the time of examination, 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, 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.
7. **Condition of Employment**: Must be legally authorized to possess a firearm throughout the course of employment in this title.

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**TRANSCRIPTS**: College transcripts must be sent directly by 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**. Student transcripts are not accepted. Failure to meet this deadline may result in application disapproval and/or disqualification from an eligible list. Degrees and/or college credits must be awarded from a college or university accredited by a regional, national, or specialized accrediting agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were earned outside the United States or its territories, you must submit an independent equivalency evaluation. Candidates are responsible for all evaluation fees. Information on foreign education evaluations, including a list of approved evaluation services, is available here: https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms

**ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS**: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

**APPLICATION DOCUMENTATION**: Must be submitted to the Rockland County Department of Personnel **no later than ten (10) days after the last filing date**. Failure to meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

**SUBJECT OF WRITTEN EXAMINATION**:
This examination will consist of two parts:
A. A scored Training and Experience Questionnaire; and
B. A qualifying Physical Fitness Test.

**A. SCORED TRAINING AND EXPERIENCE QUESTIONNAIRE**: There will be no written test for this examination. Your score will be based on an evaluation of your training and experience. To be considered, you must submit the required Training and Experience Questionnaire by 11.59 PM EST on **January 31, 2027**. The questionnaire will be available **January 1, 2027**.

**IMPORTANT**: If your application is approved, you will receive instructions for completing the training and experience questionnaire after the last filing date for this examination. The training and experience questionnaire will be available online, from **January 1, 2027** through **January 31, 2027**. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receiving your approval letter. Arrangements will then be made for you to use a computer at the Department of Personnel.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **January 31, 2027**, will not receive a rating.

**NOTE**: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **December 11, 2026**.

Since the training and experience questionnaire will be verified against the information provided in your application, be sure your application includes the following information, if applicable, along with any supporting documentation:

1. Do you possess any college degrees or college coursework? (Official college transcripts must be sent directly from the institution to our department no later than ten (10) days after the last filing date.)
2. Do you possess any certificates or licenses from an accredited organization? (Certificates or licenses must be submitted with your application.)
3. Do you have any Correction Officer experience? (Must include starting month and year and ending month and year as well as hours worked per week.)
4. Do you have any Law Enforcement experience? (Must include starting month and year and ending month and year as well as hours worked per week.)
5. Do you have any Firefighter or Paramedic experience? (Must include starting month and year and ending month and year as well as hours worked per week.)
6. Do you have any Emergency Medical, Dispatcher or Transportation Security Administration (TSA) experience? (Must include starting month and year and ending month and year as well as hours worked per week.)
7. Do you have any Licensed Security Guard experience? (Must include starting month and year and ending month and year as well as hours worked per week.)
8. Do you have any full-time (Active Duty) or part-time Military Service experience? (Must include starting month and year and ending month and year, hours per week as well as document proof.)
9. Do you have any other work experience? (Must include starting month and year and ending month and year as well as hours worked per week.)

**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 https://www.cs.ny.gov for more information on applying to State exams.

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**B. QUALIFYING PHYSICAL FITNESS TEST TO BE HELD ON FEBRUARY 3, 2027**: 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 Training and Experience Questionnaire 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.

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.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 11/05/2026**