

City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces a Promotional Exam for:

POLICE CHIEF #78575

Date of Exam: March 17, 2018

Last Date to File: February 28, 2018

(Must be received be close of business - NOT Postmarked)

Salary: Per agreement

A \$20.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class – graduation from high school or possession of an equivalency diploma and eight (8) years of progressively responsible experience in police work including four (4) years of which must have been in a supervisory position.

Note: Up to four (4) years of college study in police science, criminal justice, public management or related field, may be substituted for the non-supervisory experience on a year for year basis.

SENIORITY POINTS: Points will be added to an eligible score as follow: rating of seniority is based on the length of continuous competitive class service and is computed on the basis of one point (1) for each credited five (5) year period

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the supervision of all personnel, activities and functions of the City of Oneida Police Department. The Police Chief insures the efficient operation of the department through the development and execution of policies necessary for the prevention or detection of criminal activities and the protection of lives and property. The incumbent also has responsibility for the supervision, assignment, training and discipline of all department personnel. Work is performed in accordance with established policies and objectives and is subject to administrative direction from the Public Safety Commissioner. Does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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

These questions test the candidates' knowledge of the laws in effect on January 1, 2018. 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 and command

Against the background of knowledge required for the position, this will include two job simulation exercises that cover such areas as: human resources management, management of operations, problem-solving, decision-making under pressure, 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 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.

P. E. R. C. Statement

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Chief/Assistant Chief is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM

VETERAN CREDITS: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

General Instructions and Information

1. Falsification of any part of the application will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

Saturday Sabbath Observers – Disabled Persons and Military Personnel called to Active Duty: If special arrangements for testing are required, indicate this on your application form.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer
Applications and additional information are available in the Civil Service Office, 109 N. Main Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at oneidacity.com

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By: Dawn Andrews

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