

PLEASE POST CONSPICUOUSLY  
MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

\*\*\*\*\*

**#62555 POLICE SERGEANT**  
(Open Competitive)

**#71525 POLICE SERGEANT**  
(Promotion)

**EXAM DATE:**  
June 5, 2021

**APPLICATION FILING FEE:**  
\$15.00\*

**APPLICATION/FEE DEADLINE:**  
April 16, 2021 by 5:00 p.m.

**\*\* Please note: Madison County Offices are currently open to the public by appointment only.\*\***

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/>. A \$15.00 application fee \*plus \$1.00 surcharge is required for credit or debit card payments.
- **By Mail:** Applications can be downloaded from the Personnel Department's website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>. Must include a \$15.00 **money order** made payable to *Madison County Treasurer*. Cash or checks are not accepted.
- Applications and non-refundable payment must be received or postmarked by the application deadline. Disapprovals will not result in a refund. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

**SALARY:** Varies according to villages.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Village Police Departments under the jurisdiction of the Madison County Department of Personnel/Civil Service.

**Where a vacancy exists for Police Sergeant, preference in certification from the Promotional Eligible List will be given to candidates employed in the jurisdiction where the vacancy exists. Those candidates who qualify for the promotion exam may also file an application for the open-competitive exam in order to be considered for vacancies in other jurisdictions. The Open Competitive Eligible List will be certified after the promotional list has been exhausted.**

**OPEN-COMPETITIVE RESIDENCY:** Candidates must have been legal residents of Madison County, Onondaga County, Cortland County, Chenango County, Otsego County, Oneida County, or Oswego County for at least one month immediately preceding the date of the written test. Preference in certification may be given to successful candidates who have been legal residents of Madison County or the jurisdiction in which appointment is to be made for at least one month prior to the date of certification.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties require the incumbent to operate as a regular police patrol officer and in addition to perform certain supervisory duties as second-in-command of the police force. Supervision is exercised over one or more regular police officers and also additional temporary or part-time officers as required. There is considerable independent responsibility for the exercise of sound judgment in emergencies. Assignments and supervision are received from the Police Lieutenant or the Police Chief.

**MINIMUM QUALIFICATIONS:**

**OPEN COMPETITIVE:**

- A. Two years of full-time paid experience, or its part-time equivalent, as a police officer appointed from an eligible list established according to merit and fitness as provided by section six of Article five of the constitution of the State of New York, or;
- B. Two years of full-time paid experience, or its part-time equivalent, as a member of the New York State Police.

**PROMOTION:** Limited to employees with at least two years of continuous permanent competitive class status in the title of Police Officer in a village whose Civil Service is administered by the Madison County Department of Personnel/Civil Service immediately preceding the date of the examination.

**Seniority Points** will be added to the written test score of candidates who pass the written test in accordance with County policy. Rating is based on the length of continuous permanent classified service. A copy of the seniority policy is available from the Madison County Personnel/Civil Service Department or a copy is posted on the Madison County Personnel Department's intranet page.

**SPECIAL REQUIREMENT:** Candidates must possess a valid New York State Driver's License at the time of application and maintenance of said license for the duration of appointment.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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

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, 2021 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. **Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
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. **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.

**OTHER INFORMATION FOR CANDIDATES:** A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

**THE USE OF A CALCULATOR OR SLIDE RULE IS PROHIBITED FOR THIS EXAM.**

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department’s website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov).

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

**FOR OPEN COMPETITIVE EXAMS ONLY - ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs and police officers killed in the line of duty shall be entitled to receive an additional ten points in 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 deputy sheriff 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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**VETERAN’S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran’s credit are available from this office. Veteran’s credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran’s credit in 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 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 credit.

**THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.**

**BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.**

ISSUED: March 17, 2021

Eileen M. Zehr  
Madison County  
Personnel Officer