

Issued: February 11, 2021

**Albany Municipal Civil Service Commission  
City Hall Room 301  
Albany, New York 12207  
Telephone: (518) 434-5049**

**PLEASE POST CONSPICUOUSLY**

**AN OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER, EXAM #63-027**

**FILING FEE:** \$30.00 NON-REFUNDABLE filing fee for each application submitted. If paying by check or money order, make payable to the Albany City Treasurer. Include exam number and last four (4) digits of your social security number on the check.

**TO BE HELD:** **Saturday, May 15, 2021.** Candidates will be notified by email of time and location.

**LAST FILING DATE:** Applications must be submitted **through [jobs.albanyny.gov](http://jobs.albanyny.gov) no later than 11:59 p.m. Monday, April 12, 2021.**

Computers are available for use in the Human Resources Office at City Hall, Monday to Friday between the hours of 8:30 a.m. and 5:00 p.m.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

**VACANCY:** List will be used to fill future vacancies as they occur in the jurisdictions covered by the City of Albany Civil Service Commission.

**STARTING SALARY:** \$46,030/ Recruit Level (Academy)  
\$53,354/ Entry Level (Post-Academy)

**DUTIES OF THE POSITION:** This is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies.

**MINIMUM QUALIFICATIONS:** Graduation from high school, or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.

**EDUCATION:** By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an educational department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

**NOTE:** Applicants who do not possess a high school diploma or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 or call (518) 474-5906.

**SPECIAL REQUIREMENTS:**

**AGE:** Candidates must be at least nineteen (19) years of age on or before May 15, 2021 to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of the written examination are not qualified except as follows: \* Candidates may have a period of military duty or terminal leave up to six (6) years, as defined in Section 243 (10-a) of the Military law, deducted from their age for the purposes of meeting the age requirement. Proof of active service (i.e. DD 214) is required.

\*Section 58.1 (a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Albany Municipal Civil Service Commission to discuss their request.

**DRIVER'S LICENSE:** Effective July 24, 2013: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

**RESIDENCE:** Residency requirements have been suspended for this exam due to recruitment difficulties.

**\*\*\*RESIDENCY PREFERENCE FOR APPOINTMENT\*\*\* (ALLOWED FOR UNDER SECTION 23.4-a OF NEW YORK STATE CIVIL SERVICE LAW & CITY OF ALBANY LOCAL CIVIL SERVICE RULE VII)**

1. Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.
2. When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality, an eligible candidate must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

**Citizenship:** United States Citizenship is required **at time of appointment**. It is not necessary for admission to the examination.

**NOTE:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

**THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM. YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

**SUBJECT OF THE EXAMINATION**

There will be a written test you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given conditional offer of employment will be scheduled to take the required medical examination.

**Test guide:**

*A Guide for the Written Test for **Entry-Level Law Enforcement Officer** 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.*

**SCOPE OF THE EXAMINATION**

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

**1. SITUATIONAL JUDGMENT** – These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

**2. LANGUAGE FLUENCY** – These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

**3. INFORMATION ORDERING AND LANGUAGE SEQUENCING** – These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

**4. PROBLEM SENSITIVITY & REASONING** – These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

**5. SELECTIVE ATTENTION** – These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

**6. VISUALIZATION** – These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

**7. SPATIAL ORIENTATION** – These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route.

**PERC Statement** The rating key for this examination will be established by the *New York State Civil Service Commission* prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc. and the NYS Sheriff's Association.

**QUALIFYING PHYSICAL FITNESS TEST**

The elements measured in the qualifying physical fitness test are muscular endurance and cardiovascular capacity. The following is a brief description of the physical fitness test.

**Muscular Endurance** – This requirement is:

Sit-ups: a number of bent-leg sit-ups performed in one minute (core body)

Push-ups: a number of full body repetitions completed without breaks (upper body)

**Cardiovascular Capacity\*\*\*** – This requirement is for the attainment of a score calculated in minutes and seconds for a 1.5 mile run.

\*\*\*The 1.5 mile run shall only be administered to such individuals who have successfully completed the Muscular Endurance element of the Physical Fitness Test.

Age/Sex	SIT-UP	PUSH-UP	1.5 Mile Run
<b>Male</b>			
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
<b>Female</b>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	NA	18:18
60+	6	NA	20:16

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 fortieth (40<sup>th</sup>)

percentile of physical fitness as established by the Cooper Institute. If a candidate does not successfully score to the 40<sup>th</sup> percentile of fitness for each of the elements of the test battery, the candidate shall not be deemed to have successfully completed the physical fitness screening test and is not eligible for hire.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS-FILER STATEMENT:** If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

**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 credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to 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 credits.

**APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are:

- Currently unemployed AND primarily responsible for the support of a household OR;
- Determined eligible for Medicaid OR;
- Currently Receiving Supplemental Security Income (SSI) payments OR;
- Currently Receiving Public Assistance (Temporary Assistance for Needy Families TANF or Safety Net Assistance SNA) OR;
- Certified Job Training Partnership/Workforce Investment Act Eligible OR;
- A Veteran discharged under honorable conditions from the Armed Forces or the United States of New York State OR;
- A recent high school graduate or recipient of a general education development (GED) certificate within the last two years AND a City of Albany resident (up to a total of two exams)

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the "Fee Waiver Information" within the fee/payment section of the online application available at [jobs.albanyny.gov](http://jobs.albanyny.gov)

**A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY WEBSITE: [jobs.albanyny.gov/exams](http://jobs.albanyny.gov/exams)**

## GENERAL INSTRUCTIONS TO APPLICANTS

### #1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

### #2 APPLICATIONS:

Applications can be submitted by visiting [jobs.albanyny.gov/exams](http://jobs.albanyny.gov/exams)

A standard application must be submitted for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

### #3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

### #4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

### #5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the

examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

### #6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

If special arrangements for testing are required, indicate this on your application form.

### #7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

### #8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

### #9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

### #10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:

In conformance with section 85-a of the Civil Service Law, children of firefighters 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 firefighter 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.

**FILE YOUR APPLICATION IMMEDIATELY  
AN EQUAL OPPORTUNITY EMPLOYER**