

**MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK**  
**EXAMINATION FOR**  
**No. 71-488 POLICE CHIEF, TYPE C**  
**BUREAU OF POLICE**

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A **Promotional** examination for the position of **POLICE CHIEF, BUREAU OF POLICE** will be held on Saturday, **MARCH 6, 2021**, at **LOCATION TO BE DETERMINED**, Binghamton, New York at **9:00 A.M.**

**MINIMUM SALARY:** \$117,043.00 per year.

**Posted:** 01/07/2021

**DUE TO COVID-19:** As of July 10, 2020, City Hall offices remain closed to the public. Please mail in applications or place in lobby drop-box, with a check or money-order made payable to the "City of Binghamton." Mailing address: Civil Service, City Hall-4<sup>th</sup> Floor, 38 Hawley Street, Binghamton, NY 13901. **Internal Applicants please use the drop box on the first floor or place in interoffice mail.**

A fee of **\$17.50, check or money order only**, is required for each examination for which you apply. The required fee must accompany your application(s). Applicants should make their checks or money orders payable to the **City of Binghamton** and write the examination number(s) on the memo line. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are: unemployed and primarily responsible for the support of a household; 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. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4<sup>th</sup> floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at [binghamton-ny.gov](http://binghamton-ny.gov)** and must be filed at said office on or before **Wednesday, January 27, 2021 at 4:45 PM.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take an examination scheduled to be held on the same date as this written examination in another jurisdiction (county, town, city), you must notify each of the local jurisdictions no later than two weeks before the exam date. Please fill out the Cross Filer form and list which exam location you prefer to take the examinations. Please note for State examinations, you will be required to sit at the State examination site.

**REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Candidates must be permanently employed in the competitive class in the City of Binghamton, Bureau of Police, and must be serving and have served continuously on a permanent basis in the competitive class for a minimum of six months as Assistant Police Chief and/or Police Captain

**REQUIREMENT FOR PERMANENT APPOINTMENT:** Eligibles must have served continuously on a permanent basis for at least six months in the City of Binghamton, Bureau of Police, as Assistant Police Chief, or one year as Police Captain in order to be eligible for Permanent appointment.

**DUTIES:** This is an administrative position involved in planning and directing police and law enforcement activities in the City as well as in enforcing all department rules and regulations. The incumbent works under the general direction of the Mayor and is responsible for formulating and enforcing policies and procedures based upon the Mayor's directions. The incumbent supervises all department personnel activities through a hierarchy of Police Officers assigned to the various departments, divisions and functional areas. Does related work as required.

**Scopes / Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**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.

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### **Knowledge of New York State laws - Criminal**

These questions test the candidates' knowledge of the laws in effect on January 1, 2021. 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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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>.

**\*\*\*THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM\*\*\***

**Seniority Credit: (Promotional Examinations Only):** Seniority is based on the exact date of your first permanent appointment in the classified service (Labor, Non-Competitive or Competitive) followed by continuous service in the classified service. To qualify for seniority points, service must be in the jurisdiction in which promotion is sought. Points will be added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

|                              |          |
|------------------------------|----------|
| Less than 1 year             | 0 points |
| 1 year up to 6 years         | 1 point  |
| Over 6 years up to 11 years  | 2 points |
| Over 11 years up to 16 years | 3 points |
| Over 16 years up to 21 years | 4 points |
| Over 21 years                | 5 points |

**VETERAN CREDITS:** 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.

**MILITARY PERSONNEL:** Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

**Children of Firefighters and Police Officers killed in the line of duty:** "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 the Department of Personnel 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."

**RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES:** If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**EMERGENCY WEATHER CONDITIONS:** Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways, or independent transportation services will prevent candidates from reaching the exam site.

If candidates have not received a notice to appear for the written exam four days before the date of the exam, they should call the Municipal Civil Service Commission at (607) 772-7008.