

**MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK**  
**EXAMINATION FOR**  
**No. 76-897 POLICE LIEUTENANT**  
**BUREAU OF POLICE**

A **Promotional** examination for the position of **POLICE LIEUTENANT, BUREAU OF POLICE** will be held on Saturday morning, **September 9, 2017** at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**MINIMUM SALARY:** \$84,612.00 per year.

**Posted: 06/28/2017**

A fee of **\$17.50** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton** and write the examination number(s) on your check or money order. 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 blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 5<sup>th</sup> floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at [www.cityofbinghamton-ny.gov](http://www.cityofbinghamton-ny.gov)** and must be filed at said office on or before **Wednesday, July 26th, 2017 at 5 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 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.

**Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.**

**CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.**

**REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Candidates must be permanently employed in the competitive class in the Bureau of Police, City of Binghamton, and must be serving and have served continuously on a permanent basis in the competitive class for six (6) months as a Police Sergeant.

**REQUIREMENT FOR PERMANENT APPOINTMENT:**

Candidates must have served continuously on a permanent basis for one (1) year as a Police Sergeant in the Bureau of Police, City of Binghamton.

**IMPORTANT NOTE:** You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher, direct line of promotion.

**DUTIES:** This is a command position over the activities of Police Officers during an assigned shift in specialized police and law enforcement activities. This position differs from Police Captain in that the responsibility is limited for a shift rather than the entire section's activities. Under certain circumstances, the incumbent is considered to be second in command of the section and in the absence of the Police Captain may assume overall responsibility for the section. The incumbent works under the general supervision of a higher level Police Officer and is responsible for

supervising subordinate officers in accordance with established polices and procedures. Does related work as required.

**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**

These questions test for knowledge of the laws in effect on January 1, 2015 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. Planning, supervising and administering police programs and activities**

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

### **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.

### **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 Second- and Third-Line Police Supervisors is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://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.

**\*\*\*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 up to 26 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 test center

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

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 5<sup>th</sup> floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

**The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.**

Andrea Rutherford  
Assistant Director of Personnel & Safety