



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

Announces a Promotional Exam for
Police Sergeant Exam# 70209

Date of Exam: June 01, 2024

Last day to file: May 10, 2024

(Must be received by close of business NOT Postmarked)

APPLICATION FEE: A \$10.00 application fee is required and must accompany the application. Payment may be made in the form of cash, check or money order. Checks or money orders should be made payable to: CITY CHAMBERLAIN

VACANCIES: The eligible list established as a result from this examination will be used to fill any appropriate vacancies which may occur in this title in the City of Oneida Police Department.

SALARY RANGE: \$43.14/HR (2024 base pay rate as negotiated by P.B.A. C.B.A)

PROMOTIONAL QUALIFICATIONS:

Candidates must meet the promotional qualifications on or before the date of examination. Limited to current employees with at least 36 months of continuous permanent competitive class status in the title of Police Officer for the City of Oneida Police Department.

RESIDENCY REQUIREMENT:

All employees of the department shall be permitted to reside within an area of twenty (20) miles of the City limits in Madison, Oneida, Onondaga, and Oswego Counties. Residence outside the City shall not bar an employee from promotion with the department or other benefits accorded department employees.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for supervising the work of police officers in carrying out their assigned patrol or investigative duties. In addition, a police sergeant performs patrol and investigative duties and is available to assist or instruct police officers as required. The work is performed under general supervision of a higher ranking officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the activities of police officers during an assigned shift;
- Books prisoners and sees that correct charges are placed;
- Makes oral and written reports of activities including records of persons arrested, detained, or released on bond;
- Transmits orders to police officers by telephone or radio;
- May patrol an assigned area on foot or in a radio cruising car;
- May take photographs and fingerprints at scene of crime;

- Checks police officers in the performance of duties, and makes suggestions for better execution of work;
- Reports any breach of duty or inefficiency;
- Directs and performs criminal investigatory work when assigned;
- Occasionally takes charge of traffic duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of police work; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances, and regulations pertaining to police work; good knowledge of the geography of the City; ability to instruct and direct subordinates in police work; skill in the use of firearms; familiarity with the operation of radio equipment; ability to be courteous yet firm with the general public; conscientiousness and good judgement; excellent moral character and integrity; initiative; good physical condition.

SUBJECTS of EXAMINATION: Written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

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.

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.

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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

PLEASE NOTE: This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as the establishment and certification of eligible lists for positions in the classified service will apply to this examination.

USE OF CALCULATORS IS PROHIBITED

MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with the New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations at the State examination center by calling 518-474-1802, no later than two weeks before the test date. **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 two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.**

RELIGIOUS OBSERVERS, PERSONS WITH DISABILITIES AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

VETERAN CREDITS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veteran's credits in conjunction with each application filed. Candidates who wish to claim veteran's credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit but must meet all criteria for such credit prior to its use.

Veteran's credits can only be added to a passing score on the exam.

SENIORITY POINTS: Please note that seniority points are available only to City of Oneida employees that are taking the promotional exam #70209. Seniority points will be added to **passing scores only** at a rate of 0.4 points per every one (1) year of service. There is a maximum of eight (8.0) points. Please contact the Secretary with any questions.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Oneida Civil Service Commission of any change in name, telephone number, or address. No attempt will be made to locate any candidate who has moved.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written exam five (5) days before the exam date, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

ALTERNATE TEST DATES: Alternate Test Dates may be arranged upon review of the circumstances according to the Alternate Test date Policy established by the CS Commission. Call thirty (30) days prior to the exam concerning the terms of the policy. For a copy of the policy, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

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 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 in the exam announcement. This form may be obtained on line or from the Civil Service Office.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421 315-363-2022 or downloaded at our website www.oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission
Posted: 04/10/2024

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