

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



PROMOTIONAL

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply.

TITLE: CAPTAIN DEPUTY SHERIFF

SALARY: \$72,158 Hire Rate - 40 Hours

EXAM NUMBER: #79671

EXAMINATION DATE: September 10, 2011

ISSUE DATE: July 11, 2011

THE FINAL DATE TO FILE APPLICATIONS: August 10, 2011

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: August 11, 2011

THE USE OF A QUIET HAND HELD CALCULATOR IS PROHIBITED FOR THIS EXAMINATION.

LOCATION OF POSITION/VACANCIES:

There is currently one vacancy in the title of Captain Deputy Sheriff located in the Tompkins County Sheriff's Office. The eligible list resulting from this departmental promotion exam may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list. Preference in appointment may be given to eligible promotion candidates.

DISTINGUISHING FEATURES OF THE CLASS:

This uniformed supervisory law enforcement position is primarily responsible for directing, coordinating and supervising the road patrol and criminal investigation activities of the Sheriff's Office. The Captain Deputy Sheriff is relied upon to independently exercise professional law enforcement judgment, to make appropriate decisions and to apply those decisions to emergency situations that may arise. The work is performed under the general supervision of the Sheriff and Undersheriff with considerable leeway allowed for the exercise of independent judgment when planning and carrying out the details of the work and resolving problems in emergency situations. Supervision is exercised over all subordinate law enforcement as appropriate. The incumbent will perform all related duties as required.

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Sheriff's Office who currently hold or have continuously held permanent competitive class status for:

- (a) Two (2) years as a Senior Criminal Investigator **OR** Lieutenant Deputy Sheriff within the Tompkins County Sheriff's Office **OR**
- (b) Five (5) years as a Criminal Investigator **OR** Sergeant Deputy Sheriff within the Tompkins County Sheriff's Office.

URL FOR WWW: <http://www.tompkins-co.org>

REVIEW THE INFORMATION AND INSTRUCTIONS AT THE END OF THIS ANNOUNCEMENT . . .

CAPTAIN DEPUTY SHERIFF, #79671

COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

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:

These questions test for knowledge of the laws in effect on January 1, 2011 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.

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.

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.

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.state.ny.us/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.

SENIORITY: One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year. 0 points
1 year up to 6 years. 1 point
6 years up to 11 years. 2 points
11 years up to 16 years 3 points
etc. . .

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE (Cross-Filing): If you have applied for any other civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all of the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all of your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied only for multiple local government examinations, you must write to each civil service agency to make arrangements. You must make your request for these arrangements no later than the final filing date of the examination. You must notify all local government civil service agencies with whom you have filed an application of where you wish to sit for your examination(s). For further information call (607) 274-5526.

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

"In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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."

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

TOMPKINS COUNTY PERSONNEL DEPARTMENT
125 EAST COURT STREET

ITHACA, NY 14850