

CIVIL SERVICE EXAMINATION ANNOUNCEMENT

EDWARD P. MANGANO, County
Executive
KARL KAMPE, Executive Director



JOHN J. SENKO, JR. Chairman
SCOTT M. DAVIS, Commissioner
JEFFREY B. GOLD, Commissioner

NASSAU COUNTY CIVIL SERVICE COMMISSION 40 MAIN STREET HEMPSTEAD, NEW YORK 11550

**PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX,
AGE,
NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR**

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**APPLICATIONS ACCEPTED TO
October 12, 2012**

**EXAMINATION TO BE HELD ON
DECEMBER 9, 2012 & SUBSEQUENT DAYS AS
NEEDED**

APPLICATION FEE: \$100.00 (NON-REFUNDABLE)
OPEN COMPETITIVE EXAMINATION
EXAMINATION NO. 2000
POLICE OFFICER
VARIOUS POLICE DEPARTMENTS IN NASSAU COUNTY

SALARY: Varies: County: \$34,000.

A SPECIAL APPLICATION FORM IS REQUIRED TO APPLY FOR THIS EXAMINATION.

This application may be obtained from our Office, Police Headquarters, a Police Precinct or a Police Community Center in Nassau County. To receive an application by mail, forward to us a stamped (65¢), self-addressed 4" x 9" envelope, which we must receive at least five days before the filing deadline (write "Police Officer Exam No. 2000" on back flap). As this is a special "**scannable**" application, it will **not** be available for download at our web site.

FEE: A NON-REFUNDABLE APPLICATION FEE OF \$100.00 must be submitted with application. Make certified bank check or money order (which should include the examination number and last 4 digits of your social security number) payable to Nassau County (personal checks/cash will not be accepted).

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 a State or local social service agency. **Candidates requesting fee waiver on page 1 of the examination**

application will be sent an "Application Fee Waiver and Certification Form." All claims for application fee waiver are subject to verification.

SATURDAY SABBATH OBSERVER: see item No. 3 of General Information regarding The Examination.

If applicable, mark "yes" to question number 4 on application.

PHYSICAL IMPAIRMENT/DISABILITY OR ACTIVE MILITARY MEMBER: see item No. 3 of General Information regarding The Examination. If applicable, mark "yes" to question number 5 on application.

MILITARY MAKE-UP EXAMINATIONS: Military make-up examinations will be offered to those members of the Armed Forces of the United States of America who have duly filed an application for this examination and who, due to active military duty, are unable to participate in the examination on its scheduled date. Such candidates will be sent correspondence outlining the terms and conditions governing this make-up examination. Administration of this examination to military personnel who missed this examination due to qualifying military duty is in accordance with the New York State Civil Service Law and New York State Military Law. Any written request for a make-up examination from military personnel who have missed the filing period for this examination, due to active military duty, will be reviewed by the Commission.

ADDITIONAL CREDITS: see Item No. 5 of General Information regarding Additional Credits for veterans, and for children/siblings of firefighters/police officers who qualify under Sections 85a/85b of Civil Service Law. If applicable, mark "yes" to question 6 and/or 6a on application.

DUTIES: Performs general law enforcement duties, and patrols an assigned area for the protection of lives and property and the enforcement of laws and ordinances over which the Police Department has jurisdiction; performs related duties as required.

NOTE: Work shifts rotate on a 24-hour-a-day seven-day-a-week basis.

VACANCIES: The use of eligible lists resulting from this examination may be limited to a sufficient number of candidates to fill vacancies in the Nassau County Police Department and the Villages and Special District within the County of Nassau.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements:

RESIDENCY: Candidates must be legal residents of Nassau County or a contiguous county (Suffolk, Kings, Queens, Manhattan, Bronx, Staten Island and Westchester) by date of appointment from the eligible list established as a result of this examination.

For appointment in some jurisdictions, you may be required to become a resident thereof in accordance with law or resolution.

The following Village/Special District Police Departments give preference in appointment to successful candidates who are legal residents of the appointing jurisdiction at the time of their application for the written examination and who maintain said residence continually until they are appointed from the eligible list established as a result of this examination:

Floral Park Freeport Hempstead Malverne Port Washington Police District

NOTE: The **Village of Rockville Centre** gives preference to candidates who are residents of Nassau, Suffolk, Queens, and Kings counties.

AGE: Candidates must be at least 17 years of age and have not reached their 35th birthday on or before the date of commencement of the written test (December 9, 2012). Candidates shall not be considered for appointment until they reach their 21st birthday. Time spent in military service as defined in Section 243 of the Military Law may be deducted from actual age up to a maximum of 6 years (Section 58, Civil Service Law).

Veterans: If you have reached your 35th birthday by the date of commencement of the written test (December 9, 2012), you must submit your DD 214 - military separation papers with your application.

EDUCATION: Candidates for the following Village Police Departments must be high school graduates or must possess a high school equivalency diploma by date of appointment. G.E.D's are acceptable (high school level):

Hempstead Kensington Lake Success Muttontown Old Brookville

Candidates for **Nassau County, Centre Island, Floral Park, Freeport, Garden City, Great Neck Estates, Kings Point, Lynbrook, Malverne, Old Westbury, Oyster Bay Cove, Rockville Centre, Sands Point,** and the **Port Washington Police District** must have obtained 32 college credits from a regionally accredited or New York State registered college or university by the date of appointment. This requirement does not prohibit those with less than 32 college credits or no college credits from taking the examination.

Candidates for the Nassau County Police Department must have obtained 32 college credits from a regionally accredited or New York State registered college or university by the date of appointment subject to the qualifications and selection criteria for Nassau County that are set forth in a Consent Decree in a civil action titled United States v. Nassau County 77 Civ. 1884 (JM) in the United States District Court for the Eastern District of New York.

LICENSE: Possession of a valid New York State Driver License is required at time of appointment.

CITIZENSHIP: Candidates must be United States citizens at time of appointment.

SUBJECT OF EXAMINATION:

The Police Officer Examination will consist of the following elements presented in a multiple choice, true/false format:

- Questions requiring reading comprehension skills
- Questions requiring reasoning ability
- Questions addressing work, school and general life experiences that are associated with successful performance of law enforcement duties*
- Questions addressing personality traits that are associated with successful performance of law enforcement duties*

*Responses to these questions will be reviewed at the time of the background investigation. Inaccurate responses may be cause for disqualification.

A preview of the examination content and question formats will be available after the last day for filing (October 12, 2012).

This preview will be provided in written form at Police Headquarters, 1490 Franklin Avenue, Mineola, NY 11501, at all Nassau County Police precincts and Police Community Centers and at the Civil Service Commission, 40 Main Street, Hempstead, NY 11550; or for review online at

www.police.nassaucountyny.gov/recruitment.htm and www.nassaucivilservice.com.

CANDIDATES WHO PASS THE WRITTEN EXAMINATION MUST ALSO PASS THE FOLLOWING REQUIREMENTS:

PHYSICAL FITNESS: Candidates for the position of Police Officer are required to qualify by passing the Physical Fitness Screening Test which consists of push-ups, sit-ups and a one and a half (1.5) mile run.

QUALIFYING CRITERIA:

PUSH-UP - The score indicated is the number of full body repetitions that a candidate must complete without breaks.

SIT-UP - The score indicated is the number of bent-leg sit-ups performed in one minute.

MILE AND HALF RUN - The score is calculated in minutes:seconds. Running surface may vary. Either an indoor or outdoor track may be used.

You must pass all three components to be successful. If you fail one component of the test, you will not be permitted to continue with the remainder of the test.

TEST-MALE:	AGE	PUSH-UP	SIT-UP	1.5 MILE RUN
	20-29	29	38	12:38
	30-39	24	35	12:58
	40-49	18	29	13:50
TEST-FEMALE:	AGE	PUSH-UP	SIT-UP	1.5 MILE RUN
	20-29	15	32	14:50
	30-39	11	25	15:43
	40-49	9	20	16:31

Check www.nassaucivilservice.com for updates and to review the Physical Fitness video.

STANDARDS ARE SUBJECT TO CHANGE.

BACKGROUND INVESTIGATION, DRUG TESTING AND FINGERPRINTING: According to Civil Service Law and/or policy of this Commission, a background investigation (which may include a polygraph examination), substance abuse screening and fingerprint check is required. Each candidate will be required to provide a waiver and release permitting the Commission to disclose to the candidate's current employer any positive test results. The Division of Criminal Justice Services requires each fingerprint search request to be accompanied by a fee. This fee must be submitted by the candidate. The fee is usually \$75.00. The refusal of any candidate to submit the required fee shall, in itself, disqualify a candidate from being placed on an eligible list for certification. You will be instructed at the appropriate time when and how to submit payment.

NOTE: CONVICTION OF A FELONY OR A MISDEMEANOR MAY BAR APPOINTMENT.

MEDICAL: Candidates who pass the written examination, the Physical Fitness Screening Test, and the background investigation (including a fingerprint check) will, after a conditional offer of employment, be scheduled for the Comprehensive Medical Evaluation, the Psychological Evaluation, and any other tests deemed necessary including substance abuse screening. **A MEDICAL EXAMINATION FEE OF \$100.00 IS REQUIRED.** Candidates will be instructed at the appropriate time when and how to submit

payment. Failure to appear for a scheduled test or evaluation, or failure to submit the \$100.00 medical examination fee at the required time, will result in elimination from competition for this position. Candidates who are not successful in any part of this examination will not be considered for further examination. The medical requirements must be met at the time of medical examination, certification and appointment.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THIS COMMISSION, IN WRITING, OF ANY CHANGE OF NAME OR ADDRESS: INDICATE EXAMINATION NUMBER AND TITLE, AND YOUR SOCIAL SECURITY NUMBER.

FAILURE TO NOTIFY THIS COMMISSION OF AN ADDRESS CHANGE IN A TIMELY FASHION MAY CAUSE THE CANDIDATE TO MISS OUT ON EMPLOYMENT OPPORTUNITIES.

THE NASSAU COUNTY CIVIL SERVICE COMMISSION reserves the right to reject for lateness or to accept applications filed after the advertised filing period. The number of candidates who will be permitted to sit for the examination may be limited at the discretion of the Civil Service Commission. Therefore, candidates are advised to apply early.

PLEASE NOTE: LAST DATE FOR FILING IS OCTOBER 12, 2012

Date issued: August 17, 2012

*****IMPORTANT REMINDER*****

A SPECIAL "SCANNABLE" APPLICATION FORM IS REQUIRED TO APPLY FOR THIS EXAMINATION. THIS APPLICATION IS NOT AVAILABLE ON THIS WEB SITE.

GENERAL INFORMATION FOR POLICE OFFICER EXAMINATION NO. 2000

1. **APPLYING:** Inquiries should be directed to the Executive Director, Nassau County Civil Service Commission.

The Commission does not acknowledge receipt of applications, and does not accept responsibility for non-delivery or postal delay.

ANSWER ALL QUESTIONS on the application. Failure to answer all questions (clearly) will result in a delay in the processing of your application, possible non-delivery of mail, and may result in disqualification.

2. The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant.

3. **THE EXAMINATION:** Approved candidates will be notified when and where to appear for examination. If you have not received notice about your examination scheduling by **DECEMBER 3, 2012** call the Commission at (516) 572-2713.

If an application is rejected, the candidate will be notified.

Candidates may be fingerprinted at the time of the examination and subsequent thereto, as required.

Requests for special arrangements and/or an alternate examination date must be made to this Commission, in writing, **as soon as** the conflict/problem arises; documentation is required, and will be reviewed against established criteria. In the event of illness, written verification from a professional health care provider is

required.

The Commission reserves the right, after this announcement is issued, to subdivide the examination and/or require a specific passing mark in one or more of such subdivisions in order that a candidate be considered further for eligibility. Notice of such arrangement will be given in the examination instructions.

A record of disrespect for the requirements and processes of law could be considered grounds for disqualification for examination, or after examination, for certification and appointment.

Examinations prepared and rated by the Nassau County Civil Service Commission will be in accordance with the rules and regulations of this Commission and with Section 23-2 of the Civil Service Law.

4. **ELIGIBLE LISTS AND PLACEMENT**: Eligible lists remain in force for one year, and may be extended by the Commission not to exceed four years.

Changing conditions occasionally result in certification and offers of employment at higher or lower salaries than those announced.

When there is a need for employees to fill vacancies on a part time basis the eligible list may be canvassed for that purpose.

When there is a demonstrated need by a Police Department, to the satisfaction of all appropriate agencies concerned, for bilingual employees to fill vacancies, the eligible list may be canvassed in rank order as determined by scores on the written examination (including Veteran's Credits and/or Section 85-a/b Credits.) Only a sufficient number of candidates to fill the present vacancies will be called to take part in a qualifying language proficiency examination.

5. **ADDITIONAL CREDITS**:

VETERAN'S CREDITS: A veteran may be granted additional credits to be added to a passing score of an examination, as follows:

Non-Disabled Veteran: Open Competitive Exam: 5 points; Promotion Exam: 2.5 points

Disabled Veteran: Open Competitive Exam: 10 points; Promotion Exam: 5 points

The veteran must have: served on full-time active duty for purposes other than training; served during "wartime"; been honorably discharged or released under honorable circumstances. In addition, beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. Refer to the official application for specific dates and other requirements.

Credits may be used (the veteran was permanently appointed or promoted as a result of receiving the additional credits) once. Veteran's credit may be requested for each examination until actually used, for appointment from a list.

SECTIONS 85-a & 85-b: In conformance with sections 85-a and 85-b of the Civil Service Law, **(85-a) children of firefighters and police officers** killed in the line of duty and **(85-b) siblings of firefighters and police officers** having died in the performance of duty as a natural and proximate result of either the World Trade Center attack on September 11, 2001 or in the subsequent rescue effort, 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/sibling has served. If you are qualified to participate in this examination and meet one of the above criteria, 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. The text of these sections of law is available at our public counter at **40 Main Street, Hempstead, NY**, as well as on our web site at

www.nassaucivilservice.com (click on the **General Information** link, which appears at the bottom of every examination announcement on the web site).

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during the examination, or anyone found taking a civil service test for someone else or enlisting another person to take an examination for oneself will be subject to being disqualified from that examination and may be barred from taking any further examinations with the County of Nassau and may be subject to other penalties as prescribed by law.

Please see [GENERAL INFORMATION](#)
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