

Issued: July 26, 2013

**Albany Municipal Civil Service Commission
City Hall Room 301
Albany, New York 12207
Telephone: (518) 434-5049**

PLEASE POST CONSPICUOUSLY

AN OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER, EXAM #69-820

FILING FEE: \$15.00 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and last four (4) digits of your social security number on the check.*

TO BE HELD: Saturday, November 16, 2013. Candidates will be notified by mail of time and location.

LAST FILING DATE: Applications must be received in our office no later than 5:00 p.m. on Thursday, September 26, 2013.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

VACANCY: Resulting eligible list to be used to fill vacancies in the City of Albany.

STARTING SALARY: \$45,574/ Cadet
\$52,826/ Entry Level

DUTIES OF THE POSITION: A Police Officer is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specified period; does related work as required

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications by the date of the examination. Graduation from high school, or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.

EDUCATION: By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an educational department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

NOTE: Applicants who do not possess a high school diploma or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 or call (518) 474-5906.

SPECIAL REQUIREMENTS:

AGE: Candidates must be at least nineteen (19) years of age on or before November 16, 2013 to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows: * Candidates may have a period of military duty or terminal leave up to six (6) years, as defined in Section 243 (10-a) of the Military law, deducted from their age for the purposes of meeting the age requirement. Proof of active service (i.e. DD 214) is required.

*Section 58.1 (a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Albany Municipal Civil Service Commission to discuss their request.

DRIVER'S LICENSE: Effective July 24, 2013: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY WEBSITE: <http://www.albanyny.gov>

GENERAL INSTRUCTIONS TO APPLICANTS

#1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

#2 APPLICATION FORMS:

Forms can be obtained by visiting the:

Civil Service Commission

City Hall Room 301

Albany, New York 12207

Phone: (518) 434-5049

<http://www.albanyny.gov>

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

#3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

#4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

#5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean

that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

If special arrangements for testing are required, indicate this on your application form.

#7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

#8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

#9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

#10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:

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 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.

**FILE YOUR APPLICATION IMMEDIATELY
AN EQUAL OPPORTUNITY EMPLOYER**

Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

NOTE: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

RESIDENCE: Candidates must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie or Schenectady County for at least thirty (30) days immediately preceding the date of the written examination.

***Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

*****RESIDENCY REQUIREMENTS**

- 1) An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of the City of Albany for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the Commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.
- 2) When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM. YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.

SUBJECT OF THE EXAMINATION

There will be a written test you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given conditional offer of employment will be scheduled to take the required medical examination.

A Guide to the Written Test for the 'Police Entrance' series is available at the new York State Department of Civil Service web site: www.cs.state.ny.us/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

SCOPE OF THE EXAMINATION

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. 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.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

PERC Statement

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

QUALIFYING PHYSICAL FITNESS TEST

The elements measured in the qualifying physical fitness test are muscular endurance and cardiovascular capacity. The following is a brief description of the physical fitness test.

Muscular Endurance – This requirement is:

Sit-ups: a number of bent-leg sit-ups performed in one minute (core body)

Push-ups: a number of full body repetitions completed without breaks (upper body)

Cardiovascular Capacity*** – This requirement is for the attainment of a score calculated in minutes and seconds for a 1.5 mile run.

***The 1.5 mile run shall only be administered to such individuals who have successfully completed the Muscular Endurance element of the Physical Fitness Test.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. If a candidate does not successfully score to the 40th percentile of fitness for each of the elements of the test battery, the candidate shall not be deemed to have successfully completed the physical fitness screening test and is not eligible for hire.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CROSS-FILER STATEMENT: If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

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 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

VETERAN'S CREDIT: 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.

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. **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. "Request for Application Fee Waiver and Certification" forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207**

**New York State
Department of Civil Service**

Committed to Innovation, Quality, and Excellence

A Guide to the Written Test

for the

Entry-Level Police Officer Series
[Including Deputy Sheriff, Park Patrol Officer Trainee,
Park Patrol Officer Trainee (Spanish Language),
University Police Officer 1, and University Police Officer 1 (Spanish
Language)]

Opportunities at **work.**



Andrew M. Cuomo
Governor

Jerry Boone
Commissioner

INTRODUCTION

The New York State Department of Civil Service has developed this test guide to familiarize you with the Entry-Level Police Officer Series written test. This test guide provides a general description of the subject areas to be tested and an explanation of the different types of questions that will be presented. The Examination Announcement will list the subject areas that will be included on the test you will be taking.

The Entry-Level Police Officer Series written test has an overall time allowance of 5 hours, plus 5 minutes to read and study the information in the Memory Booklet. The test will cover the following subject areas:

- 1. MEMORY FOR FACTS AND INFORMATION:** These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
- 2. PREPARING WRITTEN MATERIAL IN A POLICE SETTING:** These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.
- 3. READING, UNDERSTANDING, AND INTERPRETING WRITTEN INFORMATION:** These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
- 4. APPLYING WRITTEN INFORMATION (RULES, REGULATIONS, POLICIES, PROCEDURES, DIRECTIVES, ETC.) IN POLICE SITUATIONS:** These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

For each subject area listed above, this test guide provides an explanation of the **TEST TASK**, a **SAMPLE QUESTION**, and a discussion of the **SOLUTION** for the sample question. You should study each sample question and solution to understand which choice is the correct answer.

SUBJECT AREA 1

MEMORY FOR FACTS AND INFORMATION: These questions test for the ability to remember facts and information presented in written form after you have been given a period to read and study the information.

TEST TASK: You will be given a Memory Booklet containing a story. The story will be considerably longer than the one presented here. You will have 5 minutes to read and study the information in the Memory Booklet. You will NOT be allowed to take notes. At the end of the study period, the monitor will collect the Memory Booklets containing the story and then will hand out the test booklets containing the test questions. The first group of questions in this test booklet will ask you to recall the facts and information presented in the Memory Booklet.

SAMPLE MEMORY STORY: Officer Gary Hanson of the Burke Police Department was questioning Mathew Meyers, the owner of Meyers Sporting Goods located at 321 Payne Avenue, about a burglary that occurred the previous evening. Meyers said that when he arrived at the store at 8:50 A.M., he noticed that the rear door had been broken into. Meyers said that, after he had checked his inventory, he was missing 20 rifles, 16 pellet guns, 12 shotguns, and 8 pistols.

SAMPLE QUESTION: How many shotguns did Meyers tell the Officer were missing from his store?

- A. 8
- B. 12
- C. 16
- D. 20

SOLUTION: *This question asks how many shotguns did Meyers tell the Officer were missing from his store. The last sentence in the Memory Story states, "...Meyers said that ... he was missing 20 rifles, 16 pellet guns, 12 shotguns, and 8 pistols."*

Choice A: This is the number of missing pistols. Choice A is incorrect.

Choice B: This is the number of missing shotguns. Choice B is correct.

Choice C: This is the number of missing pellet guns. Choice C is incorrect.

Choice D: This is the number of missing rifles. Choice D is incorrect.

The answer is B.

SUBJECT AREA 2

PREPARING WRITTEN MATERIAL IN A POLICE SETTING: These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

TEST TASK: You will be presented with some notes about an incident. You must determine which one of four choices expresses the facts presented in the notes in phrasing and punctuation that results in a clear and accurate presentation of those facts.

SAMPLE QUESTION: Following is a portion of notes about an incident.

NOTES: Responded to a call from 26 Arbor Ave. Residence of Tessa and John Wynter. Pulled in driveway. Saw woman on Wynters' porch. Identified herself as Mrs. Orvis, a neighbor.

QUESTION: Which one of the following choices most clearly and accurately expresses the facts presented in the notes?

- A. I responded to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter. When I pulled into the driveway, I saw a woman on their porch. She identified herself as Mrs. Orvis, a neighbor.
- B. Responding to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter, and pulling into the driveway, I saw a neighbor on their porch, who identified herself as Mrs. Orvis.
- C. When I responded to a call from 26 Arbor Avenue, the residence of Tessa and John Wynter, I saw pulling into their driveway a woman on their porch who identified herself as Mrs. Orvis, a neighbor.
- D. Responding to a call from 26 Arbor Avenue, I saw a woman on the porch of Tessa and John Wynter's residence. She identified herself as Mrs. Orvis, a neighbor.

SOLUTION: *To answer this question, evaluate all the choices.*

Choice A: This choice presents all the information in the notes in the correct sequence. This choice says that the officer responded to a call from the Wynter residence, pulled into the driveway, and saw a woman on their porch who identified herself as Mrs. Orvis, a neighbor.

Choice B: "I saw a neighbor on their porch" suggests that the officer knew that it was a neighbor on the porch before Mrs. Orvis told the officer who she was. This choice is incorrect.

Choice C: "I saw pulling into the driveway a woman on their porch" is not phrased and punctuated correctly. For C to be correctly written, there should be a period after "Wynter," and the next sentence should begin: "Pulling into the driveway, I saw..." This choice is incorrect.

Choice D: This choice does not identify 26 Arbor Avenue as the residence of Tessa and John Wynter. Also, another piece of information is missing: the officer does not say that he/she pulled into the driveway. In police writing, every detail is important. This choice is incorrect.

The answer is A.

SUBJECT AREA 3

READING, UNDERSTANDING, AND INTERPRETING WRITTEN INFORMATION: These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

TEST TASK: You will be provided with brief reading passages and then will be asked questions relating to the passages. All the information required to answer the questions will be provided in the passages.

SAMPLE QUESTION:

“The increasing demands upon our highways from a growing population and the development of forms of transportation not anticipated when the highways were first built have brought about congestion, confusion, and conflict, until the yearly toll of traffic accidents is now at an appalling level. If the death and disaster that traffic accidents bring throughout the year were concentrated into one calamity, we would shudder at the tremendous catastrophe. The loss is no less catastrophic because it is spread out over time and space.”

Which one of the following statements concerning the yearly toll of traffic accidents is best supported by the passage above?

- A. It is increasing the demands for safer means of transportation.
- B. It has resulted in increased congestion, confusion, and conflict on our highways.
- C. It does not shock us as much as it should because the accidents do not all occur together.
- D. It has resulted mainly from the new forms of transportation.

SOLUTION: *To answer this question, evaluate all the choices.*

Choice A: Nowhere in the passage does it say that there has been any demand for safer means of transportation. Someone who picks this choice may believe that there could be or should be a demand for safer transportation, but there is nothing in the passage to base it on. This choice is incorrect.

Choice B: The passage states that it is the congestion, confusion, and conflict which results in the high toll of traffic accidents and not the other way around. A person who picks this choice could either be confused as to which is the cause and which is the effect or not have read the choice carefully. This choice is incorrect.

Choice C: This choice is supported by the last two sentences in the passage. The writer says, “If ..., we would shudder.” (A shudder is a response to shock.) The implication is that we don’t shudder because traffic accidents do not all occur at the same time and place. The writer then points out that we should think of the yearly toll as being catastrophic (shocking) even though the accidents are spread out over time and space. This choice is supported by the information in the passage.

Choice D: There are two reasons given in the passage for the high accident rate. One is the development of new forms of transportation; the other is the increased highway use from a growing population. Neither one is described as the main reason. It is clearly incorrect to say that the new forms of transportation are the main reason. This choice is incorrect.

The answer is C.

SUBJECT AREA 4

APPLYING WRITTEN INFORMATION (RULES, REGULATIONS, POLICIES, PROCEDURES, DIRECTIVES, ETC.) IN POLICE SITUATIONS: These questions test for the ability to apply written rules to given situations similar to those typically experienced by police officers.

TEST TASK: You will be given a set of rules, regulations, or other written information to read. You will then be asked a question which requires you to apply the rule to a given situation.

SAMPLE QUESTION:

RULE: Patrol vehicles should be checked at the start of each shift. Do not assume that the vehicle is in satisfactory condition. Check all of the lighting equipment, all emergency equipment, siren, engine, oil, transmission fluid, battery, radiator and gasoline levels, tire pressure and condition (including spare), lug wrench, jack, windshield wipers and windshield washer fluid level. Check the body of the vehicle for damaged or missing parts and report any problems, damage, or discrepancies to your supervisor. At the end of your shift, leave the vehicle in optimum condition for emergency use by the next officer.

SITUATION: Officer Burton is about to begin her patrol shift when she discovers that her police vehicle has a large dent in the left rear bumper. She knows that the vehicle did not have this dent yesterday, when she last drove it.

QUESTION: According to the above Rule, Officer Burton should most properly

- A. request that she be assigned a different vehicle
- B. begin her shift and be alert to any operating problems
- C. find out what other officers have used the vehicle since her last shift
- D. inform her supervisor about the dented bumper

SOLUTION: *The Situation states that Officer Burton has discovered a dent in the bumper of her patrol vehicle that did not exist when she last used it. The question asks what she should do about it. To answer the question, evaluate all of the choices.*

Choice A states that the officer should request a different vehicle. There is nothing in the rule that states that the officer should do this. Choice A is incorrect.

Choice B states that the officer should begin her shift and be alert to any operating problems. The rule states that the officer should report any problems with the vehicle to her supervisor. Choice B is incorrect.

Choice C states that the officer should find out what other officers have used the vehicle since her last shift. There is nothing in the rule that states that the officer should do this. Choice C is incorrect.

Choice D states that the officer should inform her supervisor about the damaged bumper. This conforms to the given rule that states that the officer should report any problems, damage, or discrepancies to her supervisor. Choice D is the correct answer.

The answer is D.

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

Before the test ...

- Study and review this guide to familiarize yourself with what the test will cover.
- Study and review the subject areas to be covered on the test.

On the day of the test ...

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, a photo ID containing your signature, a quiet lunch or snack, and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

At the test site ...

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

During the test ...

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

After the test ...

- Do **NOT** remove any test materials from the test room.
- Do **NOT** paraphrase, reconstruct, or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make the information in this test guide available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State
Department of Civil Service web site
www.cs.ny.gov



New York State
Department of Civil Service
Albany, NY 12239

2013



The City of Albany Police Department



The Albany Police Department will be OFFERING A **FREE** TEST PREP COURSE FOR the November 16th, 2013 Police Officer Examination Open to **City of Albany residents** who have registered to take the exam.

The course will be offered on FOUR Separate dates:

Saturday, November 2ND 9AM-12pm

MONDAY, November 4th 6pm- 9pm

Wednesday, November 6th 6pm- 9pm

Thursday, November 7th 6pm- 9pm

Classroom location: Albany Police training center
223 Washington Avenue Ext.
Albany, NY 12205

Seating is limited! please register for the course by contacting
The APD Training Unit at (518) 452-2856.

All attendees must bring this notice, identification, and proof of
residency to the training.



City of Albany Police Examination Supplement Sheet

TO: ALL POLICE APPLICANTS

FROM: EXAMINATION #69-820

We must have the following information submitted with your application in order to arrange for space at an examination site and proper reporting of grades:

- 1) Have you filed or do you intend to file an application for the **November 16, 2013** police exam with any other Civil Service agency? () yes () no

- 2) Do you wish to take your examination at the City of Albany location? () yes () no

- 3) If not at the City of Albany location, what examination site will you report to? Note: You must submit a "cross-filer" form with your application.

- 4) List other Civil Service agencies where you have applied for this test:

IMPORTANT: Application for the City of Albany examination qualifies you for that exam only. An application for the police exam must be submitted on each municipality's application form to each municipality where you wish to be considered.

If your application is approved and you take the City of Albany exam at another exam site, be sure to bring your City of Albany admission letter with you, and remember to include in the appropriate spaces on the ID card and answer sheet(s), the City of Albany exam and its number, **69-820**. Space and exam materials for candidates will be provided at the site you have designated.

- 5) Please sign below and write-in the last four digits of your Social Security No.

Candidate's Signature

Social Security Number (last four digits)

CITY OF ALBANY CIVIL SERVICE
CROSS-FILER APPLICATION

Instructions

- 1) Candidates who have applied with other municipalities (including the State of New York) to take civil service examinations to be held on the same date as the City of Albany's examination must complete and return this form at least 14 days prior to the date of the examination. Candidates must make arrangements to take all the examinations at one test site. Candidates must notify all local government Civil Service agencies with which they have filed an application of the site where they wish to take their examinations. This form should not be used if the candidate is taking multiple examinations administered by the City of Albany Civil Service.
- 2) 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) 474-6470 no later than 14 days prior to the test date.

City of Albany

Examination Name & Number: _____

Examination Date: _____

List all other examinations you have applied to participate in on the above date:

Civil Service Agency	Exam #	Examination Title

Please indicate the Civil Service agency where you would like to take all of the above examinations:

Examination Location

Cross-filer's Name: _____

Cross-filer's Address: _____

Cross-Filer's SS # _____
(last four (4) digits only)

Applicant's Signature

Date

15. Experience: Describe any employment or occupation you have had which includes experience that tends to qualify you for the position sought. Begin with your most recent employment and work backward consecutively to your first. You may be required to furnish satisfactory proof of experience claimed. Use additional sheets if necessary.

Company Name: _____ Job Title: _____ Hours per Week: _____

Employed From: _____ To: _____ Supervisor Name & Title: _____
(mm/yy) (mm/yy)

Duties of Position: _____

Company Name: _____ Job Title: _____ Hours per Week: _____

Employed From: _____ To: _____ Supervisor Name & Title: _____
(mm/yy) (mm/yy)

Duties of Position: _____

Company Name: _____ Job Title: _____ Hours per Week: _____

Employed From: _____ To: _____ Supervisor Name & Title: _____
(mm/yy) (mm/yy)

Duties of Position: _____

Company Name: _____ Job Title: _____ Hours per Week: _____

Employed From: _____ To: _____ Supervisor Name & Title: _____
(mm/yy) (mm/yy)

Duties of Position: _____

Have you any objection to this department making inquiry regarding your character and qualifications from:

your present employer?

Yes

No

your former employer?

Yes

No

If you answered "Yes" to either of these questions, explain on an additional sheet.

16. THIS DECLARATION MUST BE COMPLETED

I declare, subject to the penalties of perjury, that the statements made in this application (including statements in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I understand that all statements made by me in connection with this application are subject to verification. Omissions or vagueness will not be interpreted in your favor.

Signature of Applicant _____ Date _____

The New York State Human Rights Law prohibits discrimination in employment because of the race, creed, color, religion, national origin, sex, disability, genetic predisposition, carrier status, marital status, sexual orientation or arrest record of a candidate.

It is the policy of the City of Albany to provide Equal Employment Opportunity to all persons, and to carry out Affirmative Action responsibilities. Further, it is the policy of the City of Albany to ensure that all persons, regardless of race, color, religion, age, gender, national origin, marital status, disability, sexual orientation, and status as a Vietnam Era Veteran are protected in all matters pertaining to employment.

An Equal Opportunity Employer