

Frequently Asked Questions for the Police Officer Exam

What is the Residency Requirement?

In order to sit for the Police Officer Examination, candidates must be a legal resident of the following counties: Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie, or Schenectady for at least 30 days prior to the exam date.

Is there a residence-preferred list?

The City of Albany does have preference in appointment for individuals who have been a legal resident of the City of Albany for at least 30 days prior to the date of the exam, at the time of certification, and at the time of appointment. (The time of certification is each time the Police Department requests a list from the Civil Service Commission in order to canvass).

Is there an age requirement?

Candidates must be 19 years of age on or before November 17th, 2012. The cut off age is 35 years old on or before November 17th, 2012, unless a candidate is requesting an extension or waiver to the age requirement due to the Military Law [Section 243 (10-a)]. Please note in order to be appointed as a police officer a candidate must be 20 years of age.

Military Law Section 243(10-a) of the New York State Military Law provides age deductions for military service for applicants who seek positions for which maximum age requirements have been established. Generally, an individual may have the period of military duty, as defined in Section 243(1-b), deducted from his/her chronological age to meet such age requirements. The maximum amount of time, which can be deducted, is six years. However, there are certain limitations and restrictions provided in the statute. These are summarized below and in the *Special Rights for Veterans Chart*. One area that may cause confusion is the actual number of years that may be deducted. The definition of military duty found in Section 243(1-b) limits the amount of time that may be deducted. A veteran may be entitled to deduct up to four, five or six years depending on the dates of service, whether the service was voluntary or involuntary and whether the service was during time of war or national emergency. Remember, for purposes of age deduction only, a person need not have served during a defined time of war; although, service during time of war will provide the opportunity to deduct additional time.

The following chart describes the amount of time available for deduction and the circumstance under which such time may be credited:

Age Deductions for Military Duty

Four Years: All veterans, whether service was voluntary or involuntary, are entitled up to a maximum of four years depending on actual duration of duty.

Five Years: Veterans who entered voluntarily after July 1, 1970, but did not serve in time of war, are eligible to deduct up to five years, if the fifth year was at the request of and for the convenience of the federal government.

Six Years: All veterans who served during time of war or national emergency declared by the President may deduct the actual time served up to a maximum of six years.

NOTE: The age deduction may exceed four years by only the amount of time served during time of war or national emergency or convenience of the federal government regardless of total service time. For example, a candidate who entered military service voluntarily and served 10 years, only six months of which were during time of war, would be entitled to deduct only four years and six months. Specific questions relative to creditable time for deduction should be directed to legal counsel. *Civil Service Law* Section 54 of the Civil Service Law permits municipal civil service agencies, subject to the approval of the State Civil Service Commission, to adopt reasonable maximum age requirements for designated positions. Pursuant to Section 243 (10-a) of Military Law, as previously referenced, time spent on military duty may be subtracted from the age of applicants seeking to qualify for such positions. *See: Civil Service Law, Section 54 and Section 58 Military Law, Sections 243(1-b) and 243(10-a)*

Is there an education requirement?

By the date of appointment, candidate must possess a high school diploma or GED.

Where can I submit an application?

Applications must be received in our office no later than **Thursday, September 27, 2012**. They can either be mailed or brought in person to the Albany Municipal Civil Service Commission, City Hall Room 301, Albany, New York 12207.

Is there a fee to take this exam?

Yes. \$12.50 **non-refundable** check or money order made payable to the Albany City Treasurer.

Please note Section 50.5 (b) Civil Service Law provides for a waiver of the exam fee for those individuals meeting the eligibility requirements. You can obtain a waiver form by downloading it from our website

(<http://www.albanyny.gov/files/Application%20fee%20Waiver.pdf>) or the Municipal Civil Service Commission office.

Does my criminal record count against me?

Criminal convictions or other offenses are subject to evaluation and may result in disqualification.

Do I need a Driver's License?

Candidates must possess a valid New York State Driver's License at the time of appointment and for the duration of employment.

Can I take more than one exams on the same day?

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. You can access this application from our website (<http://albanyny.gov/files/Crossfilerapplication.pdf>) or at our office in City Hall.